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ABSTRACT

An update of information first compiled by the Children's Foundation in 1991 and updated in 1993, this 1994 day care licensing study presents the results of a survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. Following a summary of results in question-answer format, the entries for each state are organized into 24 categories: (1) number and definition of regulatory categories; (2) requirements; (3) regulations; (4) unannounced inspection policy; (5) complaint procedure; (6) staff qualifications; (7) staff prescreening; (8) staff training; (9) child documentation policy; (10) child immunization policy; (11) discipline policy; (12) emergency medical consent policy; (13) swimming pool policy; (14) transportation policy; (15) infant care programs; (16) overnight care programs; (17) school age care programs; (18) sick child care programs; (19) subsidized child care programs; (20) programs for children with disabilities; (21) National Life Safety Fire Code; (22) child abuse and neglect; (23) local contacts; and (24) pending legislation. The person supplying the information is also listed for each state. The study concludes with a list of regulatory offices for each state and members of the board of directors of the Children's Foundation. (HTH)

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1994 Child Day Care Center Licensing Study

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THE 1994 CHILD DAY CARE CENTER
LICENSING STUDY

METHODOLOGY

The Study is an update of information first compiled by The Children's Foundation in 1991 and updated in 1993. The data was obtained from the central regulatory office of each of the 50 states, District of Columbia, Puerto Rico and Virgin Islands. All information in the 1994 Study was provided to The Children's Foundation by an individual in each of these offices.

The regulatory offices were asked to review all the data as it appeared in the 1993 Study, update this information, and add any new information in existing categories. In addition, the offices sent several new questions to answer. These questions were based on requests for information we received during 1993. [Please call or write to us if you have suggestions for new questions for the next Child Day Care Center Licensing Study.]

The initial mailing to the regulatory offices took place in September 1993. A follow-up mailing and phone calls took place in October and November 1993. After the new data was gathered and compiled, proof sheets were sent back to the regulatory offices for any additional changes and re-verification. This took place in November and December 1993.

If the re-verification was not received at The Children's Foundation by press date, the state or territory has two asterisks (**) after its name. Two pluses (++) after the name means no response of any kind was received by The Children's Foundation from the regulatory office by press date so the information is the same printed in the 1993 Study.

ACKNOWLEDGEMENTS

We are grateful to the various child care officials in each of the regulatory offices who took the time from their busy schedules to provide and verify the information contained in this 1994 Child Day Care Center Licensing Study. We also thank the readers and users for their comments and suggestions to help us make the study better.

We would like to especially thank Jennifer Goldstein, student intern from University of California at Davis, who did most of the work required to compile this year's Study. We would also like to thank Sandra Gellert, Project Director, who supervised the work of updating the Study and prepared the final copy for publication.

Kay Hollestelle
Executive Director

INTRODUCTION

The 1994 Child Day Care Center Licensing Study contains the results of a survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. This licensing and regulatory data is organized into 24 categories.

We always appreciative the comments and suggestions we receive from the people who use the Study because our ultimate goal is to make it as comprehensive and useful as possible. In previous years, some of the categories were larger, making it more difficult to correlate specific information among the entities. In response to suggestions we received from several users, this year we further defined the information and some of the categories.

- Number and Definition of Regulatory Programs
- Requirements
- Regulations
- Unannounced Inspection Policy
- Complaint Procedure
- Staff Qualifications
- Staff Prescreening
- Staff Training
- Child Documentation Policy
- Child Immunization Policy
- Discipline Policy
- Emergency Medical Consent Policy
- Swimming Pool Policy
- Transportation Policy
- Infant Care Programs
- Overnight Care Programs
- School Age Care Programs
- Sick Child Care Programs
- Subsidized Child Care Programs
- Programs for Children with Disabilities
- National Life Safety Fire Code
- Child Abuse and Neglect
- Local Contact
- Pending Legislation

Two asterisks (**) after the name of the state or territory indicate that the information was not reverified by press date. Two pluses (++) in the same location means it is the same data as was printed in the 1993 Study because no updated information was received by press date.

A Question and Answer Summary is provided at the beginning of the book to assist the reader in finding the "most often asked information." This Summary has been expanded this year. However, we want to stress the importance of reading the specific information in each of the states or territories.

The overriding conclusion to be drawn from this Study is that there is no uniform way in which these 53 entities regulate child day care centers. For many of the categories, there are a number of variables and exceptions, even when states or territories define the categories in very similar ways. The **only** one common thread is that all of the states or territories require child day care centers to be regulated **[licensure, except PA which certifies]**.

In addition, at the back of the book there is a complete list in alphabetical order of the regulatory offices of each state or territory. These are the offices which provided the data contained in this book.

It is the intention of The Children's Foundation that the information in this Licensing Study be useful to as many people as possible as they individually research and make decisions on behalf of children and families: center directors and staff; advocates; the media; state and local regulatory offices; students; parents; and policymakers.

JANUARY 1994

The 1994 Child Day Care Center Licensing Study is available from The Children's Foundation for $25.00 [add $3.75 S/H].

This Study may not be duplicated or copied for redistribution without the written permission of The Children's Foundation.

DEFINITIONS

These definitions are used by The Children's Foundation for this Licensing Study. We have tried to be as precise as possible, but in some instances variations do exist among the states and territories. Please refer to the specific state or territory for additional explanation, or write to them to secure a complete set of their regulations, including definitions.

CHILD DAY CARE CENTER - full or part time care for groups of children in a non-residential setting.

HIB - most serious HIB disease is bacterial meningitis caused by a bacterium, "Haemophilus Ifluenzae (type B)".

INFANT - A child birth to 1 year of age.

"INFANT ONLY" PROGRAM - a child day care center which provides care to only infants; age varies among states and territories.

LICENSING - The granting of formal permission by a designated state and/or local agency to an individual or legal entity to operate a child day care facility. The state/local agency has the authority to ensure that standards are being met, set procedures for revoking a license and provide appeal mechanisms. The purpose of licensing is to protect vulnerable consumers by setting a minimum floor for reasonably safe service [referred to as "certified" in PA].

NATIONAL LIFE SAFETY FIRE CODE - prescribes regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises.

OLDER TODDLER - A child 2 - 3 years of age.

OVERNIGHT CARE PROGRAM - a child day care program which provides services 24 hours a day.

PRESCHOOLER - A child 3 and 4 years of age.

REGULATED CHILD CARE - Forms of child care that are required to comply with established state and/or local codes.

SCHOOL AGE - This is divided into two categories; a child 5 - 6 years of age [kindergarten] and 6 - 12 years of age.

SCHOOL AGE PROGRAM - a child day care center which provides care to children before and/or after school.

SICK CHILD CARE PROGRAM - a child day care center which provides care to mildly ill children.

STAFF - Individuals employed at a child day care center, which may include the director, assistant director, training or education coordinator, head or lead teacher, assistant teachers, aides, kitchen and maintenance personnel.

TRAINING - Instruction received by child day care center staff on topics such as child development, child abuse identification, program planning, behavior management, first aid, CPR, health, safety, nutrition, developmentally appropriate practice, administration, and special care required for infants, school age or sick children, and children with disabilities.

YOUNG TODDLER - A child 1 - 2 years of age.

QUESTION AND ANSWER SUMMARY

In this section, information is presented in a question and answer format. We have tried to include the answers to the most frequently asked questions. We suggest you refer to the Study for specific details on each state or territory.

Q - HOW MANY REGULATED CHILD DAY CARE CENTERS ARE THERE IN THE 50 STATES, DISTRICT OF COLUMBIA, PUERTO RICO AND VIRGIN ISLANDS?

A - There are 89,735 regulated child day care centers. All are "licensed" [in PA "certified"]. This number is just slightly less than reported in the 1993 Study. Although 40 states and territories reported the same or greater number of centers, 13 reported decreases. The decreases are probably attributable to one of the following factors: the previous reported number incorrectly included some family day care homes; a change in regulatory classifications [some states refer to group family day care homes as mini-centers]; or a mathematical error in reporting by a regulatory office.

Q - THE DEFINITION OF WHAT CONSTITUTES A REGULATED CHILD DAY CARE CENTER VARIES. HOW ARE THESE REGULATED PROGRAMS DEFINED?

A - In **33 [62.3%]** states and/or territories, the documented number of regulated child day care centers **includes** nursery schools, preschools, prekindergartens & religiously affiliated centers: **AR, AZ, CA, CO, CT, DC, DE, HI, KY, KS, LA, MA, MD, MI, MN, MS, NC, NH, NJ, NM, NY, OH, PR, SC, VA, VI, VT, WI and WY; IL** (exempts public/private school programs serving children 3 and over), **IA** (exempts programs operated by public schools), **NV** (no information on religiously affiliated centers), **and TN** (some of the religiously affiliated programs are run by Dept. of Education.

In **2 [3.8%]** states and/or territories, the documented number of regulated child day care centers **excludes** nursery schools, preschools, prekindergartens & religiously affiliated centers: **IN and MO**.

In **2 [3.8%]** states and/or territories, the documented number of regulated child day care centers **includes** nursery schools, preschools & prekindergartens, but **excludes** religiously affiliated centers: **AL and FL**.

In **13 [24.5%]** states and/or territories, the documented number of regulated child day care centers **includes** religiously affiliated centers but **excludes** nursery schools, preschools & prekindergartens: **GA, ID, ME, MT, NE, ND, OK, OR, PA, RI, TX, WA and WV**.

In **3 [5.7%]** states and/or territories other variations in the definition of regulated child day care centers are: **AK** (excludes preschools), **SD** (excludes nursery schools) **and UT** (excludes religiously affiliated and those regulated by the Dept. of Education.

Q - HOW MANY AND WHAT STATES AND TERRITORIES RENEW CHILD DAY CARE CENTER LICENSES YEARLY, EVERY 2 YEARS, OR EVERY 3 YEARS?

A - In **24 [45.3%]** states and/or territories, yearly license renewal is required: **DC, DE, FL, GA, HI, IA, KS, KY, LA, MD, ME, MS, MT, NC, NM, NV, OR, PA, RI, SD, TN, UT, VI and WY.**

In **20 [37.7%]** states and/or territories, license renewal is required every 2 years: **AK, AL, AR, CO, CT, ID, IL, IN, MA, MI, MN, MO, NE, NY, OK, OH, PR, SC, WI and WV.**

In **4 [7.5%]** states and/or territories, licensed renewal is required every 3 years: **AZ, NH, NJ and WA.**

In **5 [9.4%]** states and/or territories, there are variations: **CA** (licenses are perpetual), **ND** (1 and 2 year licenses), **TX** (non-expiring) **and VA and VT** (1-3 year licenses).

Q - HOW MANY AND WHAT STATES AND TERRITORIES CHARGE A FEE FOR LICENSING? HOW MUCH?

A - In **22 [41.5 %]** states and/or territories there is no fee: **AK, AL, DE, GA, HI, IA, IL, MD, MO, MT, NC, NH, NY, OK, PA, PR, RI, SC, SD, VT, WV and WY.**

In **23 [43.4%]** states and/or territories, there is a licensing fee which various depending upon the number of children cared for in the center: **AR, CA, CO, DC, FL, ID, IN, KY, LA, MA, MN, MS, ND, NE, NJ, NV, OH, TN, TX, UT, VA, WA and WI.**

In **7 [13.2%]** states and/or territories, the licensing fee is fixed: **AR, AZ, CT, ME, NM, OR and VI.**

No information was provided by: **MI.**

Q - HOW MANY AND UNDER WHAT CIRCUMSTANCES DO CHILD DAY CARE CENTERS GET UNANNOUNCED INSPECTIONS/VISITS FROM THE LICENSING AGENCY?

A - In **24 [45.3%]** states and/or territories child day care centers receive unannounced inspections/visits at least annually and upon complaint: **AK, AL, AZ, CA, CO, DC, HI, IL, KS, KY, MA, MN, MO, MT, NC, NE, OH, OR, TN, TX, VA, VT, WI and WV.**

In **6 [11.3%]** states and/or territories child day care centers receive unannounced inspections/visits 2 - 4 times per year: **AR, FL, IN, OK, RI and UT.**

In **7 [13.2%]** states and/or territories all inspections/visits are unannounced: **CT, GA, LA, ME, NJ, NM and PR.**

In **6 [11.3%]** states and/or territories unannounced inspections/visits only take place when a complaint has been filed: **DE, MD, MI, MS, WA and WY.**

In **8 [15.1%]** states and/or territories unannounced inspections/visits occur: **IA and ND** (some are unannounced), **NH** (1 every 3 years), **NV** (biannually), **NY** (anytime), **PA** (randomally and upon complaint), **SC** (all except renewal), **and SD** (conditional).

Only **1 [1.9%]** state has no unannounced inspections/visits: **ID.**

No information provided by: **VI.**

Q - DO STATES AND TERRITORIES REQUIRE CHILD DAY CARE CENTERS TO HAVE GENERAL AND/OR PROFESSIONAL LIABILITY INSURANCE?

A - In **22 [41.5%]** states and/or territories, general liability insurance only is required: **AK, AZ, CO, DE, IL, KS, KY, LA, ME, MT, ND, NJ, NV, NY, PA, PR, RI, SD, UT, VA, VT, and WI.**

Only **1 [1.9%]** state requires general & professional liability insurance: **TX.**

In **29 [54.7%]** states and/or territories, there is no requirement to have liability insurance: **AL, AR, CA, CT, DC, FL, GA, HI, IA, ID, IN, MA, MD, MI, MN, MO, MS, NC, NE, NH, NM, OH, OK, OR, SC, TN, VI, WA and WY.**

No information provided about general or professional liability insurance by: **WV.**

Q - WHAT IS THE STAFF/CHILD RATIO FOR INFANTS, YOUNG TODDLERS, OLDER TODDLERS, PRESCHOOLERS AND SCHOOL AGE CHILDREN?

A - **Infants** [generally defined as birth - 1 year]:

Ratio is 1:3--in **5 [11.3%]** states and/or territories: **HI, KS, MA, MD and PR.**

Ratio is 1:4--in **28 [52.8%]** states and/or territories: **CA, CT, DC, DE, FL, IA, IL, IN, ME, MI, MN, MO, MT, ND, NE, NH, NJ, NY, OK, OR, PA, RI, UT, VA, VT, WA, WI and WV.**

Ratio is 1:5--in **11 [20.8%]** states and/or territories: **AK, AZ, CO, KY, NC, OH, SD, TN, TX and WY; also MS** (1:3-5).

Ratio is 1:6--in **5 [11.3%]** states and/or territories: **AL, AR, GA, LA, and NM.**

Ratio is 1:7--only **1 [1.9%]** state: **SC.**

Exceptions--ratio varies: **NV; NO** infants in centers in **VI**; and **NO** required ratios: **ID.**

A - **Young Toddlers** [generally defined as 1-2 years]:

Ratio is 1:3--in **1 [1.9%]** state: **MD.**

Ratio is 1:4--in **11 [20.8%]** states and/or territories: **CA, CT, DC, HI, IA, MA, MI, NY, OR, PR and UT.**

Ratio is 1:5--in **12 [22.6%]** states and/or territories: **AK, IL, IN, KS, ME, ND, NH, PA, SD, VA, VT and WY.**

Ratio is 1:6--in **11 [20.8%]** states and/or territories: **AZ, FL, KY, NC, NE, NM, OH, OK, RI, TX and WI.**

Ratio is 1:7--in **7 [13.2%]** states and/or territories: **CO, DE, MN, NJ, SC, TN and WA.**

Ratio is 1:8--in **7 [13.2%]** states and/or territories: **AL, GA, LA, MO, MT, VI and WV.**

Ratio is 1:9--in **1 [1.9%]** state: **AR.**

Exceptions--ratio varies: **NV** and **NO** required ratios: **ID.**

A - Older Toddlers [generally defined as 2-3 years]:

Ratio is 1:4--in **5 [9.4%]** states and/or territories: **CA, CT, DC, OR and PR.**

Ratio is 1:5--in **4 [7.5%]** states and/or territories: **IN, NY, SD, and VT.**

Ratio is 1:6--in **6 [11.3%]** states and/or territories: **AK, IA, NE, NH, NM and PA.**

Ratio is 1:7--in **4 [7.5%]** states and/or territories: **MN, ND, NJ and WA.**

Ratio is 1:8--in **12 [22.6%]** states and/or territories: **CO, HI, IL, ME, MO, MT, OK, TN, UT, WI and WY; also OH** is 1:7/8.

Ratio is 1:9--in **2 [3.8%]** states and/or territories: **RI and VI.**

Ratio is 1:10--in **11 [20.8%]** states and/or territories: **DE, GA, KS, KY, MA, MD, MI, NC, VA and WV; also MS** is 1:10-12.

Ratio is 1:11--in **2 [3.8%]** states and/or territories: **FL and SC.**

Ratio is 1:12--in **3 [5.7%]** states and/or territories: **AL, AR, and LA.**

Ratio is 1:13--only **1 [1.9%]** state: **AZ.**

Exceptions--ratio varies in **NV and TX** and **NO** required ratios: **ID.**

A - Preschoolers(*) [generally defined as 3-5 years]:

Ratio is 1:6/7--in **1 [1.9%]** state: **NY** (3 year olds).

Ratio is 1:8--in **4 [7.5%]** states and/or territories: **DC; also IA and NH** (3 year olds) **and NY** (1: 7/8, 4 year olds).

Ratio is 1:10--in **25 [47.2%]** states and/or territories: **AK, CO, CT, IL, IN, KS, MA, MD, ME, MN, MO, MT, NC, ND, NE, NJ, OR, PA, RI, SD, VT and WA; also TN, WI and WY** (3 year olds).

Ratio is 1:11--in **1 [1.9%]** state: **VI.**

Ratio is 1:12--in **14 [26.4%]** states and/or territories: **CA, DE, HI, KY, MI, NM, OH, OR, PR, VA and WV; also IA and NH** (4 year olds) **and MS** (1:12-14, 3 year olds).

Ratio is 1:13--in **1 [1.9%]** state: **WI** (4 year olds).

Ratio is 1:14--in **3 [5.7%]** states and/or territories: **LA, SC** (3 years only) **and MS** (1:14-16, 4 year olds).

Ratio is 1:15--in **6 [11.3%]** states and/or territories: **AR, AZ, FL; also TN and WY** (4 year olds) **and GA** (3 year olds).

Ratio is 1:18--in **1 [1.9%]** state: **GA** (4 year olds).

Ratio is 1:19--in **1 [1.9%]** state: **SC** (4 year olds).

Ratio is 1:20--in **1 [1.9%]** state: **AL.**

Exceptions--ratio varies in **NV and TX**; and **NO** required ratios: **ID.**

(*) percentages will not total to 100%.

A - School Age(*) [generally defined as 5-6 and 6-12 years]:

Ratio is 1:8/9--in **1 [1.9%]** state: **NY** (5-6 year olds).

Ratio is 1:10--in **3 [5.7%]** states and/or territories: **CT, ME, and NY** (6-10 years old).

Ratio is 1:12--in **5 [9.4%]** states and/or territories: **PA, PR, VI; also ND and RI** (5-6 year olds).

Ratio is 1:13--in **3 [5.7%]** states and/or territories: **MA and VT; also RI** (6-12 year olds).

Ratio is 1:14--in **3 [5.7%]** states and/or territories: **CA and MT; also KS** (5-6 year olds).

Ratio is 1:15--in **16 [30.2%]** states and/or territories: **CO, DC, MD, MN, NE, NH, NM, OR, SD and WA; also AK, IA, IN, KY and WV** (5-6 year olds) and **NY** (10-12 year olds).

Ratio is 1:16--in **2 [3.8%]** states and/or territories: **MO and KS** (6-12 year olds).

Ratio is 1:17--in **1 [1.9%]** states and/or territories: **WI** (5-6 year olds).

Ratio is 1:18--in **3 [5.7%]** states and/or territories: **NJ; also AR** (5-6 year olds) and **WI** (6-12 year olds).

Ratio is 1:20--in **16 [30.2%]** states and/or territories: **AZ, HI, IL, IN, LA, MI, OK, UT and VA; also FL, TN and WY** (5-6 year olds); **AK** (6-12 year olds); **KY** (7 years & up); **MS**(1:14/20) and **OH** (1:18/20).

Ratio is 1:22--in **1 [1.9%]** state: **AL** (6-8 year olds).

Ratio is 1:23--in **1 [1.9%]** state: **SC** (5-6 year olds).

Ratio is 1:25--in **11 [20.8%]** states and/or territories: **DE, GA and NC; also AR, FL, LA, SC, TN and WY** (6-12 year olds), **AL** (8-12 year olds) and **KY** (B & A school only).

Exceptions--ratio varies by age **NV and TX; NO** required ratios: **ID.**

(*) percentages will not total 100%.

Q - ALL STATES AND/OR TERRITORIES REQUIRE ENROLLED CHILDREN TO HAVE CURRENT IMMUNIZATIONS WITH SOME EXCEPTIONS; HOW MANY AND WHICH ONES DO NOT REQUIRE IMMUNIZATION FOR HIB?

A - In **5 [9.4%]** states and/or territories, HIB is not required: **KY, NJ, PR, SD and WI.**

In **43 [81.2%]** states and/or territores, HIB is required: **AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IL, IN, KS, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NM, NV, NY, OH, OK, OR, PA, RI, SC, TN, TX, VA, VI, VT, WA and WY.**

In **5 [9.4%]** states and/or territories, no information was provided: **IA, ID, NH, UT and WV.**

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE MEASLES AND/OR HIB IMMUNIZATIONS FOR DAY CARE CENTER STAFF?

A - In **43 [81.2%]** states and/or territories do not require staff to have either measles or HIB immunizations: **AK, AL, AR, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IN, KS, KY, LA, MD, MI, MN, MO, NC, ND, NE, NH, NJ, NM, NV, NY, OK, OR, PA, PR, SD, TN, TX, VA, VI, VT, WA, WI, WV and WY.**

In **7** [**13.2%**] states and/or territories, measles is required, but HIB is not required: **AZ, MA, ME, MS, MT, OH and RI.**

In **3** [**5.6%**] states and/or territories, no information was provided: **IA, SC and UT.**

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE PRESERVICE TRAINING AND/OR EXPERIENCE FOR CHILD DAY CARE CENTER STAFF?

A - In **45** [**84.9%**] states and/or territories preservice training and/or experience is required for all staff: **AL, AR, AZ, CA, CO, CT, DC, DE, GA, HI, IA, IL, IN, KS, LA, MA, MD, ME, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NV, NY, OH, OK, OR, PA, PR, RI, SC, TN, TX, UT, VA, VI, VT, WA, WI and WV.**

In **6** [**11.3%**] states and/or territories preservice training and/or experience is required for directors only: **AK, KY, MI, NM, SD** (head teachers also) **and WY.**

In **2** [**3.8%**] states there is no requirement: **FL and ID.**

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES HAVE NO IN-SERVICE TRAINING REQUIREMENT FOR CHILD DAY CARE CENTER STAFF?

A - In **8** [**15.1%**] in-service training is not required: **CA, CO, HI, MI, NH, NJ and PR; also AL** (directors only).

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE IN-SERVICE TRAINING FOR CHILD DAY CARE CENTER STAFF? HOW MUCH?

A - In **46** [**86.8%**] states and/or territories in-service training is required as follows:

3 hours per year: **NV and MD** (other than directors).

4 hours per year: **ID**

6 hours per year: **IA, MD** (directors), **OK, PA, TN** (other than directors)**, and VT** (other than directors and head teachers).

8 hours per year: **AL** (head teachers only)**, FL, MT, VA and WY.**

10 hours per year: **AR, GA and ND.**

12 hours per year: **AK, AZ, IN, KY, LA, ME** (half time staff), **MO, NE and TN** (directors).

15 hours per year: **DE, IL, MS, NY, OR and WI.**

20 hours per year: **MA, TX and SD.**

24 hours per year: **ME** (full time staff) **and NM.**

Other: **UT** (40 hours first year, 20 hours thereafter), **MN** (2% of hours worked) **and VI** (twice a year).

Amount of training not specificed: **CT, DC, KS, OH, NC, RI, SC, WA and WV.**

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES REQUIRE CPR AND/OR FIRST AID AS A SEPARATE PRESERVICE OR IN-SERVICE TRAINING REQUIREMENT FOR CHILD DAY CARE CENTER STAFF?

A - In **25** [**47.2%**] states and/or territories CPR and/or first aid is required: **AR, CA, CO, CT, DC, GA, ME, MA, MN, MS, MT, NM** (FA required, CPR recommended), **NV** (FA only), **NC, ND, NH, OR** (FA only), **PA, PR, SC, TN, UT, WA, WV** (FA only) **and WY.**

In **20** [**37.7%**] states and/or territories CPR and/or first aid is not required: **AK, AL, AZ, DE, FL, HI, IA, ID, IL, IN, KY, LA, MD, MI, NJ, NY, VA, VI, VT and WI.**

In **8** [**15.1%**] states and/or territories no information was available: **KS, MO, NE, OH, OK, RI, SD and TX.**

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES ALLOW CONDITIONAL HIRING OF STAFF PRIOR TO KNOWLEDGE OF THE RESULTS OF THE PRESCREENING PROCESS [which may include some or all of the following: criminal background or records check, child abuse clearance, fingerprinting, medical examination, TB skin test or chest xray, and references]?

A - In **26** [**49.0%**] states and/or territories conditional hiring is allowed: **CO, CT, FL, HI, IA, ID, IL, KS, ME, MN, NM, ND, NH, NV, NY, OH, OR, PA, RI, TX, UT, VA, WA and WI; also GA and MI** (not directors).

In **18** [**34.0%**] states and/or territories conditional hiring is not allowed: **AK, AL, DC, IN, KY, LA, MA, MD, MT, ND, NE, NJ, PR, SC, SD, VI, WV and WY.**

In **9** [**17.0%**] no information was provided: **AR, AZ, DE, MO, MS, NC, OK, TN and VT.**

Q - HOW MANY AND WHAT STATES AND/OR TERRITORIES HAVE ADOPTED THE NATIONAL LIFE SAFETY FIRE CODE [NLSFC]?

A - In **31** [**58.5%**] states and/or territories, the NLSFC has been adopted: **AK, AL, AR, AZ, CA, CT, DE, FL, GA, IL, KS, KY, LA, MD, ME, MN, MS, NC, NE, NH, NM, NV, NY, PA, PR, SC, TN, UT, VT, WI and WV.**

In **21** [**39.6%**] states and/or territories, the NLSFC has not been adopted: **CO, DC, HI, ID, IN, IA, MI, MO, MT, ND, NJ, OH, OK, OR, RI, SD, TX, VA, VI, WA and WY.**

Information not provided: **MA.**

ALABAMA

Information
Supplied by: Frances Arnold, Asst. Director
Family and Children's Services
DHS - ODCCD
50 Ripley Street
Montgomery, AL 36130
PHONE: (205) 242-1425
FAX: (205) 242-0939

Number and Definition of Regulated Programs

-**1,100** licensed centers.

-Nursery schools, prekindergartens operating longer than four hours a day and not operated by public schools are subject to licensure; religiously affiliated facilities are exempt, but have the option of being licensed.

Requirements

-License required; preapproval inspection required.

-Licenses are renewed every 2 years; no license fee.

-Written fire and health department approvals required.

-No general or professional liability insurance required.

Regulations

-Space requirements per child: indoor - 32 sq. ft.; outdoor - 60 sq. ft. (over 2 1/2); 50 sq. ft. (under 2 1/2).

-Staff/child ratios: infants - 1:6; toddlers - 1:8; 2 1/2 - 3 years - 1:12; 4-6 years - 1:20; 6-8 years - 1:22; 8 years and older - 1:25.

Unannounced Inspection Policy

-Renewal, annual and complaint inspections are unannounced; at least annually.

Complaint Procedure

-Policies that require immediate closing of a center exist.

-Length of time center has to come into compliance depends on situation.

-Resource and referral agencies notified when a center is closed.

-Complaints registered against a center are prioritized and investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for working in a center is 19; younger staff can work but may not be counted in child/staff ratio.

-Compliance with ADA in staff hiring is in the process of being reviewed and, if necessary, corrected, by the ADA coordinator for the state. Most centers have published notices that they are equal opportunity employers.

Staff Prescreening

-Staff required to have a medical examination once every 4 years; TB skin test required once.
-Service is offered for child abuse clearance, but is not required.
-Fingerprinting, criminal records background check, chest x-ray, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references from non-relatives, including at least one previous employer, required for center staff.

Staff Training

-Preservice education and experience required for center directors and program directors; high school diploma or GED required for teachers; cook and service staff must be able to read and write; all required to participate in center orientation.
-Program directors must obtain at least 8 clock hours of training each year; child care workers must obtain at least 4 clock hours of training each year; service staff shall obtain at least 2 clock hours of training each year.
-No special training required for infant care, care for children with disabilities, sick child care, or drop in care.
-CPR/first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy

-Center must keep specific information on each enrolled child.

Child Immunization Policy

-Enrolled children are required to be immunized according to the schedule prescribed by the State Health Department; includes HIB immunization.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines for swimming pools include: fence, locked gate, lifeguard with Red Cross lifesaving certificate, more staff than regular ratio, etc.
-Child/staff ratio is affected: More staff is required.
-Staff required to have Red Cross lifesaving training.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-No separate regulations.
-No centers provide care to "infants only."

Overnight Care Programs

-Special requirements include: bathing facilities, staff, and sleeping accommodations.

-12 centers provide overnight care in the state.

School Age Programs

-No separate regulations.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care Programs

-Is available; contact Gary Warren, DHR, 50 Ripley Street; (205) 242-1650.

Programs for Children with Disabilities

-Separate regulations exist.

-Compliance with ADA in providing services to children involves trying to establish training for providers so they understand the requirements of Title 3.

National Life Safety Fire Code

-Has been adopted.

Child Abuse and Neglect

-Contact any Sheriff's Dept. or any County DHR office.

Local Contact

-2 counties have center licensing responsibilities.

Pending Legislation

-None.

ALASKA

Information
Supplied by: Jean Henry
Division of Family & Youth Services
P.O. Box 110630
Juneau, AK 99811-0630
PHONE: (907) 465-3207

Number and Definition of Regulated Programs

-**127** licensed day care centers by Alaska.
-**100** licensed day care centers by the Municipality of Anchorage.
-Nursery schools, prekindergarten centers are included in this number; preschools are certified by the AK Dept. of Education.

Requirements

-License required; preapproval inspections required.
-Licenses are renewed biennially; no license fee.
-Fire safety and sanitation inspections required biennially.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; preschool - 1:10; kindergarten - 1:15; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
-Centers must have at least one caregiver on duty at all times with current CPR and first aid training.

Unannounced Inspection Policy

-Centers may receive unannounced inspections at anytime, usually this happens in the case of a complaint or when licensing staff has reason to believe center is not complying with regulations/law.

Complaint Procedure

-If well being of a child is in jeopardy, center may be closed immediately.
-Noncompliance situations where children are not in jeopardy require only a warning.
-Length of time center has to come into compliance is variable.
-Resource and referral agencies, as well as Day Care Assistance Administrators, are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator is 21; minimum age requirement for caregivers is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening

- Skin test for TB is required annually for center staff; if TB test is positive, chest x-ray is required; medical examination may be required upon request.
- Child abuse clearance is required; AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
- Fingerprinting and criminal background check required for center administrator only.
- No administrator or caregiver may be under indictment for or convicted within the previous 10 years of a felony, crime of assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, unsworn falsification or a sex crime.
- Conditional hiring prior to results of prescreening not allowed.
- 3 written references from non-relatives, including one from previous supervisor required for administrator; 3 written references from non-relatives required for caregivers.

Staff Training

- 9 hours college level credit in early childhood education required for center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, or dietician and kitchen staff.
- 12 hours annual in-service training required for center staff.
- No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

- Center must have for each enrolled child: emergency record card; record of immunizations; must keep daily attendance record.

Child Immunization Policy

- Enrolled children must be immunized.
- Enrolled children not required to have the HIB immunization.

Discipline Policy

- No form of corporal punishment may be used on newborns, infants, and children with disabilities; only with prior written parental permission may controlled hand spankings with the open hand be used, when appropriate, with: a) no more than one slap on the clothed buttocks of a toddler; and b) no more than three slaps on the clothed buttocks of a preschooler or older child; and c) no other form of corporal punishment may be used.

Emergency Medical Consent Policy

- Written consent required, but form does not have to be notarized.

Swimming Pool Policy

- There are no guidelines for the use of swimming pools by child day care centers.

Transportation Policy

- Requirements concerning the transportation of children exist in state law.

Infant Care Programs
-No separate regulations for centers which service infants.
-Centers may not care for newborns (birth to 6 weeks).
-No centers provide care to "infants only."

Overnight Care Programs
-According to 7 AAC 50.248, children may occasionally be in care 24 hours a day for a period not to exceed 30 consecutive days if night time care provisions are met and prior approval by the Division is granted; the number of children during overlapping shift periods may not exceed the maximum licensed capacity of the facility; arrangements for drop off and pick up must not disturb other sleeping children; center must have a room away from sleeping children where children who are awake can have activities; shall provide night time care to no more than five children.
-A facility, or child's parent or guardian, shall provide toiletry items and sleeping garments and special toy or blanket for child, if the child wishes.
-Unless parent specifies otherwise, a facility will: serve dinner to child at dinnertime; serve night snack; and serve breakfast to child in night care.
-Exact number of centers providing overnight care is unknown.

School Age Care Programs
-Care will supplement child's school activities, providing change of pace and interest between school and child care program; freedom appropriate to the age of the child and opportunities for self-reliance and social responsibility; separate space, equipment, and supplies for the school age children if their presence infringes on the required space, equipment, and supplies for younger children; opportunities for school-age children to participate in the selection and planning of their own activities.

Sick Child Care Programs
-Separate regulations exist.

Subsidized Child Care Programs
-Is available; contact Alaska Dept. of Community and Regional Affairs, Child Care Programs, 333 W. 4th Ave., Suite 220, Anchorage, AK 99501-2341: (907) 269-4670).

Programs for Children with Disabilities
-Staff orientation must include training in specific care of children with disabilities; before admission of child with a disability, there must be discussion with parent; and mainstreaming of children required.
-No information available regarding specific compliance with the ADA.

National Life Safety Fire Code
-An adaptation is used; Uniform Fire Code and Uniform Building Code.

Child Abuse and Neglect
-Call 1-800-478-4444, or call the nearest office of AK Division of Family and Youth Services.

Local Contact
-Division of Family and Youth Services regional offices exist.

Pending Legislation
-None.

ARIZONA

Information
Supplied by: Marlene Morgan, MSW
Health Program Manager
Department of Health Services
Office of Child Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020
PHONE: (602) 255-1272

Number and Definition of Regulated Programs

-**1,256** licensed centers.
-Nursery school, prekindergartens and religiously affiliated centers are included.

Requirements

-License required; preapproval inspection required.
-License renewed every three years; $150 fee initially and at renewal which goes into the General Fund.
-Fire safety inspection required annually; building code inspection initially; kitchen sanitation inspection required annually.
-General liability insurance is required; no requirement for professional liability.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for infants and one year olds, 25 sq. ft. for two year olds and older; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; one year olds - 1:6; two year olds - 1:8; three year olds - 1:13; four year olds - 1:15; school age - 1:20; mixed age groups - the ratio of the youngest child in the group.
-At least one person must be on premises at all times with current certificates in first aid and CPR.

Unannounced Inspection Policy

-One unannounced visit annually.

Complaint Procedure

-No policies that require the immediate closing of a center.
-If found in violation of licensing regulations, center must come into immediate compliance or have written plan for correcting deficiencies and proposed date for completion.
-License may be revoked or suspended at any time for fraud or deceit in obtaining the license; center personnel incorrectly registered; center has personnel addicted to drugs or alcohol, who have engaged in physical, emotional or sexual abuse, who use unacceptable disciplinary methods, or failure to comply with the provisions of the Day Care Act.
-Resource and referral agencies are notified of center closings through telephone contact.

-Complaints against a center are responded to as follows: within 24 and 48 hours for alleged child abuse or immediate danger; 5 days for serious in nature, but no indication of immediate danger to health and safety; 10 days for all other complaints; 20 days for out-of-area complaints.

Staff Qualifications

-No state recommended salary schedule for staff.

-Minimum age requirements: 16 years as a volunteer or paid with assistant teacher supervision; 18 years for teacher caregiver; 21 years for director.

-Compliance with ADA in staff hiring is not addressed by the Office of Child Care Licensing at this time.

Staff Prescreening

-Fingerprinting and criminal records background check required within 20 days of employment and upon transfer to another corporation or private business; skin test for TB required prior to employment; (R9-5-304) Written statement is required to be provided by the individual, testifying to immunity of measles; chest X-Ray required if TB test is positive.

-Medical examination, child abuse clearance, AIDS test, HIB immunization, and drug and alcohol test not required.

-Conditional hiring before results of prescreening is not regulated.

-Six written references required: 3 personal and 3 professional.

-No requirements regarding substitutes.

Staff Training

-A combination of preservice education/experience is required for all staff; different depending upon position.

-All staff required to participate in 12 hours of in-service training annually.

-No special training required for infant care, sick child care, or drop in care; training for the care of children with disabilities may be required depending upon the severity of the disability.

Child Documentation Policy

-Complete file must be maintained on each child; must be enrolled by parent or guardian; record of proper immunizations.

Child Immunization Policy

-Enrolled children are required to be immunized, except for certain medical or religious exemptions.

-HIB immunization required: Regulations require that a verifiable record be provided by the child's health care provider, parent or guardian and indicate that the child has received the appropriate immunizations of Haemopilus Influenza, Type B (HIB).

Discipline Policy

-Corporal punishment not allowed.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines are as follows: Swimming pools over 2 ft. deep must have a recirculation system with a removable strainer, two pool inlets, an automatic disinfectant system, vacuum cleaning system and a 5 ft. fence with self closing-self latching gate.

-Child/staff ratio is affected: A minimum of 2 personnel on the center's premises at all times whenever 6 or more children are present.

-In addition to child/staff ratios, there shall be an additional person certified in advanced lifesaving and CPR to be present (in a private pool).

Transportation Policy

-Vehicle must be properly maintained; driver must be at least 18 years of age, hold a current Arizona driver's license, and current first aid certificate.

-Child restraints required, depending up age/weight of child.

-First aid kit and children's emergency medical care authorization must be in vehicle.

Infant Care Programs

-Supplemental program standards for infants.

-Supplemental equipment.

-There are centers providing care to "infants only," defined as any child who is 12 months of age or younger, or who is under 18 months and not yet walking.

-There are 259 "infant only" centers in the state.

Overnight Care Programs

-Special regulations include activity, bed, bathing, toileting, and personal grooming requirements as well as staffing requirements.

-53 centers provide overnight care.

School Age Care Programs

-Supplemental program standards for school-age children.

-Equipment standards.

Sick Child Care Programs

-Sick children are not allowed under present regulations.

Subsidized Child Care Programs

-Is available; contact Department of Economic Security (602) 542-4248.

Programs for Children with Disabilities

-Supplemental regulations.

-No mainstreaming required in addition to general program and equipment standards; are requirements for in-service/training, physical plant modifications, personnel/child ratios, and parent conferences.

-Compliance with ADA in providing services to children: Department has removed classification from license, indicating all providers are required to comply with ADA. Architectural review indicates there shall be requirements that are in compliance with ADA.

National Life Safety Fire Code
-State has adopted 1985 edition of NFPA 101 Life Safety Code for child care centers.

Child Abuse and Neglect
-Cases of child abuse or neglect should be reported to Child Protective Services (602) 266-0282.

Local Contact
-Three state offices - Phoenix, Flagstaff and Tucson.

Pending Legislation
-None.

ARKANSAS **

Information
Supplied by: Virginia Reid, Administrator
DCFS - Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
PHONE: (501) 682-8590
FAX: (501) 682-8666

Number and Definitions of Regulated Programs

-Approximately **1,700** licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements

-License required when 6 or more children are in care; preapproval inspection required.
-Licenses are renewed bi-annually; license fee - $30 for 2 year license for 24 or fewer children; $50 for 2 year license for 25 or more children; all fees deposited in the Child Care Provider Training Fund for training grants.
-Fire safety and sanitation inspection required annually; zoning required initially.
-General liability and/or professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:9; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:18; schoolage - 1:25; mixed age group - meet ratio for youngest child in group.
-Center must have one person on duty at all times center is in operation who is certified in CPR.

Unannounced Inspection Policy

-Goal is for unannounced quarterly inspections; more often if complaints are received.

Complaint Procedure

-Immediate center closing only required in emergency situations.
-Warning required for items not thought to immediately jeopardize health or safety.
-Length of time center has to come into compliance depends on severity of the non-compliance.
-Once closed, the center is removed from the information systems of resource and referral agencies.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for center director is 21; minimum age requirement for remaining center staff is 18.

-Centers are provided with information regarding ADA policy in staff hiring and the act is referenced in the regulations.

Staff Prescreening

-Medical exam, finger printing, child abuse, criminal background check, chest x-ray or TB skin test; hiring is dependent upon a clear record or screen.

-AIDS, drug or alcohol tests and measles and HIB immunizations are not required.

-Written references required from last 6 years of employment.

-No policy regarding the use of temporary substitutes.

Staff Training

-Center directors must have a high school diploma plus 4 years experience or a CDA or AA degree with an emphasis in early childhood, or a Bachelor's degree; lead/head teachers, assistant teachers, teacher aides, and the dietician and kitchen staff must have a high school diploma or GED.

-Legislation passed in 1993 requires 10 hours of specific Early Childhood Education from approved trainers; regulations under revision will crease training to a total of 12 hours.

-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

-CPR/first aid is a separate preservice and in-service requirement.

Child Documentation Policy

-Child records must be kept and made available to Division of Children and Family Services Licensing staff on request.

Child Immunization Policy

-Enrolled children must be immunized, including HIB; children entering care after age 36 months not required to have HIB.

Discipline Policy

-Corporal punishment allowed only for children over the age of 3; only by director, with open hand, signed parental permission.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Requires health department approval; staff must have Red Cross Life Saving certification or Water Safety Instructor.

-Reduced child/staff ratios: 3 year olds - 1:2; 4 year olds - 1:3; and 5 year olds - 1:5.

Transportation Policy

-Special regulations exist.

Infant Care Programs

- Special regulations exist.
- While 575 licensed centers serve infants; no information is available about the existence and number of "infant only" centers.
- Infant is defined as 6 weeks to 30 months.

Overnight Care Programs

- Special regulations regarding sleeping arrangements and health issues exist.
- Less than 10 centers provide overnight care.

School Age Care Programs

- Separate regulations for before and after school programs exist.

Sick Child Care Programs

- Any child who becomes ill and unable to participate in the daily activities, must be isolated and supervised. Appropriate action should be taken to meet the individual needs of the child. Parents or guardian must be notified and requested to pick up child.
- New standards are being developed.

Subsidized Child Care Programs

- Is available; contact Bobbie Ferguson, DCFS Subsidized Day Care, Box 1437, Slot 626, Little Rock, AR, 72203-1437; (501) 682-8763.

Programs for Children with Disabilities

- Division of Developmental Disabilities Services does licensure for DDS sites. If children without disabilities are in care, a dual license is required. Day Care Licensing requirements are in the process of revision. A sub-group is developing standards for special needs children when mainstreamed or when DD programs encourage the reverse.
- Centers are provided with information about compliance with ADA.

National Life Safety Fire Code

- Has been adopted; enforced by Fire Marshall; portions relating to child care centers utilized.

Child Abuse and Neglect

- Call 1-800-482-5964.

Local Contact

- Contact Local Division of Children and Family Services/Department of Human Services Office in every county.

Pending Legislation

- None.

** Information not reverified.

CALIFORNIA

Information
Supplied by: Martha Lopez, Deputy Director
Dept. of Social Services
Community Care Licensing Division
744 P Street, MS 19-50
Sacramento, CA 95814
PHONE: (916) 324-4031
FAX: (916) 323-8352

Number and Definition of Regulated Programs

-**11,833** licensed centers.
-Nursery/preschools are not licensed separately; "day care center" is used generically to license nursery schools, preschools, Montessori schools, Head Start, prekindergartens and religiously affiliated centers, all of which are included in the number.

Requirements

-Licenses are mandatory unless exempt by law; preapproval inspections required.
-Licenses are issued in a perpetual basis; annual licensing fees of from $100 to $1,000 based on capacity.
-Fire safety inspection required at time of application for licensure.
-No general liability or professional liability insurance required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - N/A; preschool - 1:12; schoolage - 1:14; mixed age groups - 1:12.
-Effective 1-1-93 pediatric CPR/first aid and specific preventative health practices training must be obtained by center directors no later than 1-1-95.

Unannounced Inspection Policy

-Yes, within 10 days of receipt of a complaint; annual visit; plan of correction visit; all visits other than the prelicensing visit.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Policies that require only a warning exist.
-Time frames for centers to come into compliance vary depending on the type of deficiency to be corrected. Time frames are developed jointly between the center staff and the Licensing staff.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against centers are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; teacher

aides may be less than 18 years old provided that they are either high school graduates, or that they are currently participating in an occupational program conducted by an accredited high school or college; teacher aides must work only under the direct supervision of a teacher.
-Compliance with ADA in staff hiring guarantees equal opportunity and gives civil rights protection to those staff members.

Staff Prescreening
-Staff required to be prescreened by medical examination; fingerprinting required at time of licensure and employment; child abuse clearance required prior to licensure and employment; FBI criminal records background checks are required when the individual has been in California for less than two years; TB skin test must be performed not more than one year prior to or seven days after initial presence in the facility.
-AIDS test and drug and alcohol tests not required.
-There are no guidelines from the Department of Health for HIB and measles immunizations.
-Staff (other than director) allowed to be hired and begin working pending fingerprint clearances. All other clearances as stated above must be submitted/cleared prior to employment.
-No written references required for center staff.

Staff Training
-Preservice education and experience required for directors, teachers, teacher aides; no requirements for the dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, care for children with disabilities, sick child care, or drop in care.
-CPR/first aid is a separate preservice and/or in-service requirement for centers caring for mildly ill children.

Child Documentation Policy
-Records on each child must be maintained.

Child Immunization Policy
-Enrolled children must be immunized.
-Health regulations are in the process of being changed to require the HIB immunization once after the age of 1 year.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not need to be notarized.

Swimming Pool Policy
-Guidelines for swimming pools include: at least one adult present during any water activities or near any body of water, with a valid water safety certificate on file at the center.
-Red Cross lifesaving training not required by staff.

-Child/staff ratio becomes 1:6 during water activities; Lifeguards or personnel supervising anyone other than center children are not included in the ratio.

Transportation Policy

-Separate regulations concerning the transportation of children.

Infant Care Programs

-Separate regulations for centers which service infants exist.
-Centers providing care to "infants only," defined as 0-2 years.
-There are 1002 "infant only" centers in the state.

Overnight Care Programs

-There are no special regulations for overnight care.
-Centers do provide overnight care, but the exact number is unknown.

School Age Care Programs

-Separate regulations for before and after school programs exist.

Sick Child Care Programs

-All current licensing regulations apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of mildly ill children.

Subsidized Child Care Programs

-Is available; contact Dr. Robert Cervantes, Director, State Department of Education, Child Development Division, 721 Capitol Mall, Sacramento, CA 95814; (916) 322-6233.

Programs for Children with Disabilities

-All current licensing regulations would apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of children with disabilities.
-Compliance with the ADA in providing services to children prohibits discrimination.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-Complaints of suspected child abuse can be filed in any of the 16 state licensing offices, 48 county licensing offices, any law enforcement (city or county) and child protective offices located in every one of the 58 county social/health/welfare offices.

Local Contact

-19 district offices statewide which report to 4 regional offices.

Pending Legislation

-None.

COLORADO

Information
Supplied by: Dana Andrews
Licensing Administrator
DSS, Office of Child Care Services
1575 Sherman St.
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-2704

Number and Definition of Regulated Programs

-**982** day care centers, **534** school age day care centers, and **446** part day preschools.

-Nursery schools, prekindergartens and religiously affiliated centers are included in this number. Legally exempt centers providing religious instruction are not included in this number.

Requirements

-License required; preapproval inspection required.

-Licenses renewed every 2 years; license fee ranges from $30 - $80, depending on number of children in center.

-Separate inspections required every 2 years by the Fire and Health Departments. Building code inspection required at opening and at capacity changes.

-General liability insurance required if centers cares for children paid for by the state; otherwise no general liability or professional liability insurance required.

Regulations

-Space requirements per child: indoor - infants: 50 sq. ft.; toddlers: 45 sq. ft.; preschool and school age 30 sq. ft.; outdoor - 75 sq. ft.; a minimum of 1,500 sq. ft. with 150 sq. ft. of shaded area; infant play yard, 400 sq. feet.

-Staff/child ratios: infants - 1:5; toddlers - 1:5; 2 year olds - 1:7; 2 1/2 to 3 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:12; five year olds and up - 1:15.

-Someone at the facility at all times who has current certification in CPR and first aid; one person at all times in each infant room and one person at all times in the toddler nursery area.

Unannounced Inspection Policy

-All renewal, supervisory and complaint visits are unannounced.

Complaint Procedure

-No written policies that require immediate closing of a center. However, the law allows suspension of license if conditions endanger children's safety and well-being.

-No warning policy; all violations must be corrected.

-Usual time frame for center to come into compliance is immediate for serious violations or within 30 days.

-Currently working on a new process for notifying resource and referral agencies when a center is closed.

-Response process when a complaint is registered against a center: very serious (1-3 working days); serious (4-10 working days); moderate (10-15 working days); mild (14-20 working days); and very mild (14-20 working days).

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for working in a center is 16; 16-18 year olds required to have direct supervision of a group leader; must be 18 to work with infants.

-Compliance with ADA in staff hiring involves centers being told they cannot refuse to hire a staff with a disability but must evaluate on an individual basis.

Staff Prescreening

-Staff required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, TB skin test, and medical examination; chest x-ray required only if sensitive to skin TB test.

-AIDS test, HIB and measles immunizations, and drug and alcohol test are not required.

-Conditional hiring is allowed prior to results of prescreening.

-3 written references required to verify previous employment and position qualifications, also character and suitability for working with children.

-Substitutes must meet the qualifications of the position of the person for whom they are substituting; must also be fingerprinted and have TB test.

Staff Training

-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides (infant/toddler only), and infant nursery supervisor - variety of combined education and experience options available; no requirements for the dietician and kitchen staff.

-CPR/first aid is a separate preservice/in-service training requirement.

-Infant and toddler aides must have completed 8 hours of orientation prior to assignment; infant group leaders must have completed 8 hours of orientation prior to work.

-Annual in-service training not currently required.

-Special training required for infant care and may be required for individual situations for sick child care--handled on an appeal basis; no special training required for care of children with disabilities or drop in care.

Child Documentation Policy

-For child enrollment, must have child health history and immunizations, social history, emergency authorizations and phone numbers of people to contact in an emergency, and medication authorizations, and authorizations for special activities provided by the center.

Child Immunization Policy

-Enrolled children required to have HIB immunization because centers are considered schools by state law.

Discipline Policy

-Corporal punishment is prohibited.

-Center must have written discipline policy which is posted or is available to parents and staff.

Emergency Medical Consent Policy

-Parents must sign authorization of emergency medical care, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines state that when a swimming pool is provided, it shall meet the requirements of the Colorado Department of Health. An outdoor pool shall have protective fencing of at least five feet with self-closing gates which are locked when pool is not in use; winter coverage, which shall exclude plastic or inflatable-type domes; and a nonskid surface area of at least five (5) feet adjoining pool sides. An indoor pool shall be located in a lockable room separated from rooms used for child care or shall be fenced as required for outdoor pools.

-Use of permanent wading pools prohibited. Only portable wading pools under close supervision shall be used. Water temp. of not less than 60 degrees F. shall be maintained. Pools shall be emptied after use by each group of children or at least daily and placed in storage when not in use.

-Child/staff ratio not affected. Required ratio maintained.

-Though a certified Water Safety Instructor is required to be in attendance at all times when pool is in use, no information provided as to whether or not Instructor is staff member.

Transportation Policy

-Children must be in approved child restraint system to recommended age and must have written permission to transport.

-Driver of vehicle must have appropriate drivers' license for the size of the vehicle and vehicle must meet safety standards.

Infant Care Programs

-Additional staff requirements for centers which service infants, specifically for the infant nursery supervisor.

-There are centers providing care to "infants only," defined as 6 weeks to 18 months.

-There are 10 "infant only" centers in the state. As they are primarily for teenage parents, they are located in high schools.

Overnight Care Programs

-Special regulations involve: following provisions of care of children required; a nutritious evening meal shall be served to children, and a bedtime snack shall be offered; type of activities provided in morning and afternoon programs shall be available to children during their waking hours. Quiet activities shall be planned immediately preceding the children's bedtime; children

shall be bathed as necessary and changed into comfortable night clothing for sleeping; separate beds, cribs, or cots with sheets and clean, washable covering or 2 in. sleeping pads or mattresses shall be provided for each child. If pads or mattresses are used, the room temperature at floor level shall be at 68 to 72 degrees. Pads and mattresses shall be fitted with clean, washable, removable covering. Permission of parents or guardians shall be obtained for each child who uses a sleeping pad or mattress placed in the floor; all staff members on night duty shall be awake and in the immediate vicinity of sleeping children; child/staff ratio: 1 adult - 6 or fewer children, 2 adults - 7 to 12 children, and one adult for each additional 12 children or portion thereof.
-Centers do provide overnight care, but number unknown.

School Age Programs
-Completely different set of regulations specific to the needs of schoolagers.

Sick Child Care Programs
-At this time regulations do not allow mildly ill children in care.
-Centers must appeal to care for sick children.

Subsidized Child Care Programs
-Is available; contact Colorado Department of Social Services, Office of Child Care Services: (303) 866-5958.

Programs for Children with Disabilities
-No special regulations for caring for children with disabilities; to comply with ADA, all centers will care for children with disabilities.
-Compliance with ADA in providing services to children involves centers being told they cannot exclude children with disabilities but must evaluate on an individual basis.

National Life Safety Fire Code
-Has not been adopted by each local fire jurisdiction responsible for inspecting the facility.

Child Abuse and Neglect
-Contact each county Department of Social Services.
-All staff are mandated by law to report suspected child abuse.

Local Contact
-No local contact offices; all day care center licensing staff are located at the state office.

Pending Legislation
-None.

CONNECTICUT

Information
Supplied by: Wesley Bell, Day Care Lic. Sup.
Department of Health Services
150 Washington Street
Hartford, CT 06106
PHONE: (203) 566-2575

Number and Definition of Regulated Programs

-**1,550** licensed centers.
-The number of licensed centers includes nursery schools, preschools, prekindergartens, and religiously affiliated centers.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; license fee is $200.
-Fire safety inspection required annually; building code and zoning inspection required initially; health inspection required every 2 years.
-No general or professional liability insurance required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. (usable footage).
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool (over age 3) - 1:10; schoolage - 1:10; mixed age groups - 1:4.
-Smoking is prohibited in all centers and outdoor areas except designated smoking areas.
-One staff member who is trained in first aid must be on the premises at all times.

Unannounced Inspection Policy

-All inspections are unannounced.

Complaint Procedure

-Policies that require immediate closing of a center are based on individual cases.
-Length of time center has to come into compliance is not specific in law.
-Resource and referral agencies notified when a center is closed.
-All complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age for center director and lead/head teacher is 20, for assistant teachers - 18 and aides - 16 years.
-Requirements for temporary substitutes are the same as those for regular center staff.
-State complies with the ADA in staff hiring.

Staff Prescreening
-Medical examination required for center staff; TB skin test required; criminal records background check required.
-Fingerprinting, child abuse clearance, chest x-ray, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening allowed.
-Written references required.

Staff Training
-Preservice education and specific experience required for center directors and lead/head teachers; no requirements for assistant teachers, teacher aides, or the dietician and kitchen staff.
-Annual in-service training required - 1% of total annual hours worked.
-No special training required for infant care, care of children with disabilities, or drop in care.

Child Documentation Policy
-Center must be responsible for maintaining records and permission forms on each enrolled child, which must be kept current.
-Also health record including physical and immunizations.

Child Immunization Policy
-State statutes required all enrolled children to be immunized; including the HIB immunization; except for religious exemptions and medical contra-indications.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medicial Consent Policy
-Written consent required; form does not have to be notarized.

Swimming Pool Policy
-Guidelines follow the Public Health Code.
-Child/staff ratio not affected.
-PHC does not cover issue of staff having Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants.
-There are centers which provide care to "infants only'; defined age is under 3.
-Number of "infant only" centers in the state not provided.

Overnight Care Programs
-Special regulations exist.
-2 centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Annette Lawing, Dept. of Human Resources, (203) 566-4972.

Programs for Children with Disabilities
-No separate regulations.
-State complies with the ADA in providing services to children.

National Life Safety Fire Code
-State uses the complete code.

Child Abuse and Neglect
-Contact DCYS: (203) 566-4184.

Local Contact
-3 locations within the state.

Pending Legislation
-None.

DELAWARE

Information
Supplied by: Pauline D. Koch, Administrator
DSCYF, Office of Child Care Licensing
Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19806
PHONE: (302) 633-2700

Number and Definition of Regulated Programs

-**211** licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs which operate more than 4 hours per day are included; those which operate less than 4 hours and choose to be licensed are also included.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and Public Health inspections required annually; building code inspection required once, prior to opening.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft. per child for the maximum number of children who will use the playground at any one time; play area must be large enough to accommodate at least 1/4 of the licensed capacity at any time.
-Staff/child ratios: infants - 1:4; 12 to 24 months - 1:7; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 years - 1:15; 5 years and up - 1:25; mixed age groups - for children under 24 months of age, the ratio shall be that for the age of the youngest child in the group; for mixed age groups with children over 24 months of age, the ratio shall be that required for the age group with the largest number of children present in the group.
-A staff person certified in first aid and a staff person certified in CPR for infants and children must be present at the center at all times during the hours of operation.

Unannounced Inspection Policy

-Unannounced inspections occur primarily when a complaint is received or when a facility shows a pattern/history of noncompliance.

Complaint Procedure

-Immediate closing of a center is required if it is determined that the children are in imminent danger.
-Policies for closings and warnings depend on the nature of the complaint.
-Length of time center has to come into compliance depends on the nature of the noncompliance.

- When a center is closed, resource and referral agencies are notified by telephone in order to establish a procedure for helping parents to locate alternative child care arrangements.
- When a complaint is registered against a center, the complaint must be responded to within 10 working days followed by a written report within 30 working days.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for center staff is 18 years; an assistant caregiver must be at least 16 years of age and work under the observation and supervision of a caregiver or Program Director.
- Compliance with ADA in staff hiring is unmeasurable at this point.

Staff Prescreening

- Center staff required to be prescreened by TB skin test, chest x-ray (if test is positive to TB) and medical examination; criminal records background check will be required of new employees, effective 1-1-94.
- Fingerprinting, child abuse clearance, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
- At least 2 character references are required.
- A center shall have substitute staff, including documentation of qualifications; if a substitute is used for two months continuously or longer, the person shall be fully qualified for the position.

Staff Training

- Preservice education and/or experience required for center program directors, caregivers, assistant caregivers, and kitchen staff.
- 15 hours annual in-service training required for center staff.
- Special training required for care of children with disabilities and sick child care; no special training required for infant or drop in care.

Child Documentation Policy

- The center shall make every effort to ensure that admission procedures involve a meeting with the parents(s) to secure necessary information.

Child Immunization Policy

- Enrolled children required to be up to date with immunizations including HIB immunization, prior to entrance and on a regular basis after.

Discipline Policy

- Corporal punishment is not permitted; only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-direction, self-esteem and cooperation may be used.

Emergency Medical Consent Policy

- Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines for swimming pools not specified.
-Child/staff ratio not affected.
-Staff must be certified for water safety or have senior lifesaving certificate; staff also required to have Red Cross lifesaving training.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-There are specific requirements which pertain to infants, including age-appropriate activities, feeding, sleeping, diaper changing, etc.
-No centers provide care to "infants only."

Overnight Care Programs

-Information regarding special regulations for overnight care not available.
-No centers provide overnight care.

School Age Care Programs

-Separate regulations for before and after school programs exist.

Sick Child Care Programs

-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs

-Is available; contact Norvella J. Brown, DES, DE State Hospital, 1901 N. DuPont Highway, CT Building, New Castle, DE 19720: (302) 421-8299.

Programs for Children with Disabilities

-Separate regulations for the care of children with disabilities exist; mainstreaming of children with disabilities is permitted and encouraged when possible.
-State complies with ADA in providing services to children.

National Life Safety Fire Code

-The entire code is used; throughout the code day care centers are mentioned and the Fire Marshall applies code as necessary.

Child Abuse and Neglect

-Call 1-800-292-9582 or 1-302-633-2700.

Local Contact

-One office in New Castle County and one office in Dover (serving Lower New Castle, Kent and Sussex County).

Pending Legislation

-None

DISTRICT OF COLUMBIA ++

Information
Supplied by: James R. Murphy Administrator
Service Facility Regulation Administration
Dept. of Consumer & Regulatory Affairs
614 H Street, NW,
Washington, DC 20001
PHONE: (202) 727-7190
FAX: (202) 727-7780

Number and Definition of Regulated Programs

- **370** licensed centers.
- Nursery schools not regulated separately; prekindergartens and religiously affiliated centers are included in this number.

Requirements

- Licensing required; preapproval inspection required.
- License renewed annually; fee required.
- Fire safety inspections required annually; building code and lead inspections required initially.
- General and professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 45 sq. ft. for infants, 35 sq. ft. for others; outdoor - 60 sq. ft.
- Staff/Child Ratios: infants - 1:4; toddlers - 1:4; preschool - 1:8; school age - 1:15; mixed age groups - adjusted to the needs of the youngest child.

Unannounced Inspection Policy

- Renewal inspections and complaint investigations are unannounced.

Complaint Procedure

- Unlicensed activities and case-by-case determinations require immediate closing of day care centers.
- For violations that are not serious in nature or magnitude where there is no eminent danger to the health, safety or welfare of the infants or children, warnings will be issued; centers will be given from 24 hours to 30 days to come into compliance.
- No formal procedure for notifying resource and referral agencies when a center is closed; listings of licensed centers are issued on a monthly basis.
- There is a process when a complaint is registered against a day care center.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for all staff is 18.

Staff Prescreening

- Chest X-Ray and medical examination required; TB skin test required when applicable; no requirement for fingerprinting, child

abuse clearance, AIDS test or drug and alcohol test.
-Conditional hiring not allowed prior to results of prescreening.
-Three written references from non related persons is required.
-No policies regarding substitutes.

Staff Training
-Preservice educational and/or experience required for center directors, head/lead teachers, assistant teachers, aides, dietician and kitchen staff, and school bus drivers.
-In service training required as needed.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-Preservice requirement for standard first aid and administration of CPR.

Child Documentation Policy
-Center must have on file for each enrolled child: social history, current health certificate, registration, authorization for medical treatment, emergency contact persons, daily attendance.

Child Immunization Policy
-All enrolled children must be immunized; no information on HIB.

Discipline Policy
-No policy regarding corporal punishment for child care facilities; only strong recommendations against it.

Emergency Medical Consent Policy
-The parent shall submit to the director on an approved form, authorization for emergency medical treatment for the infant or child.
-Forms do not have to be notarized.

Swimming Pool Policy
-No information available.

Transportation Policy
-Driver must be properly licensed; there are specified vehicle requirements.

Infant Care Programs
-No separate regulations.
-No information on "infant only" centers.

Overnight Care Programs
-No information available.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations; not regulated. Day care regulations do not permit care of "sick" children.

Subsidized Child Care Programs

-Is available; contact Department of Human Services, 609 H Street, NE, Washington, DC 20002: (202) 727-0284.

Programs for Children with Disabilities

-No separate regulations; program statement of center must address this.

National Life Safety Fire Code

-Unknown; contact DC Fire Department, (202) 673-3252.

Child Abuse and Neglect

-Abuse: Metropolitan Police Dept. - (202) 576-6762; for neglect: Dept. of Human Services - (202) 727-0995.

Local Contact

-DCRA, (202) 727-7190.

Pending Legislation

-Pending legislation regarding the following: corporal punishment will not be allowed; parents are permitted access to children at all times; staff required to have on-going continual education; other changes in the requirements.

++ Information from 1993 Study; no updated information was provided by press date.

FLORIDA

Information
Supplied by: Sandra Harris, Chief
Child Care and Prevention Services
DHRS - C & F Program Office
2811-A Industrial Plaza Dr.
Tallahassee, FL 32301
PHONE: (904) 488-4900

Number and Definition of Regulated Programs

-**5,588** licensed centers.

-Number reflects county licensed and state licensed facilities; those programs not requiring licensure such as those exempt in public and non-public schools or religiously exempt not included.

Requirements

-License required; preapproval inspection required.

-Licenses are renewed annually; Licensing fees: $25 up to 25 children, $1 per additional child to a maximum of $100 for 100 or more children; fees are deposited into state treasury as General Revenue/Unallocated.

-Fire safety inspection required annually.

-No requirement for general or professional liability insurance.

Regulations

-Space requirements per child: indoor - 35 sq. ft; outdoor - 45 sq. ft.

-Staff/child ratios: infants to 1 year - 1:4; 1 - 2 years - 1:6; 2 - 3 years - 1:11; 3 - 4 years - 1:15; 4 - 5 years - 1:20; school age - 1:25; in groups of mixed ranges where infants under 1 year are included, 1 staff member for not more than 6 children of any age group; where infants not included, staff ratio is based on age of majority of children in group.

-If children are present, at least one staff person certified in pediatric CPR shall be in the facility.

Unannounced Inspection Policy

-Three of four quarterly visits during the licensure year are unannounced; announced visit is usually for the purpose of reading records or interviewing appointments.

Complaint Procedure

-The local licensing agency may suspend or revoke a license or impose an administrative fine not to exceed $100 per violation, per day, for any violation of regulations, depending upon severity and previous violations. However, where a violation does or could cause death or serious harm, an administrative fine not to exceed $500 per day per violation may be imposed.

-How long a center has to come into compliance depends upon the severity.

-Resource and referral agencies notified of closings via Child Care Licensing Data Reports.

- When a complaint is lodged against a center, the complaint is investigated by a Children and Families Licensing Counselor, or a Protective Services Investigator, if appropriate, and the center is notified in writing.

Staff Qualifications

- No state recommended salary schedule for center staff.
- No person under the age of 21 can operate a child care facility and no person under the age of 16 can be employed at such a facility unless such person is under direct supervision.
- The Florida Children's Forum provides technical assistance to child care programs and staff regarding ADA requirements.

Staff Prescreening

- Child abuse clearance for center staff required annually; fingerprinting, TB skin test, criminal records background check required once.
- Chest X-Ray, AIDS, HIB and measles immunizations, and drug and alcohol test not required.
- Employment history and character reference checks required.
- Conditional hiring prior to results of prescreening is allowed for probationary period.
- Substitutes must meet requirements of position they are filling.
- Written references are required.

Staff Training

- All child care personnel must take an approved 30 clock hour introductory course in child care.
- No other specific preservice educational and/or experience requirements for directors, lead/head teachers, assistant teachers, or aides.
- Environmental Health Food Services Management Training Course and Certificate exempted for child care facility personnel.
- Child Development Associate (CDA) credential or approved equivalency required for personnel on a ratio of one CDA per 20 children; effective July, 1995.
- All child care center staff required to participate in 8 hours of in-service training annually.
- No special training required for infant care, care of children with disabilities, sick child care or drop in care.

Child Documentation Policy

- Emergency information, periodic health examinations and immunizations and attendance records required.

Child Immunization Policy

- Florida immunization and health certificate required within 30 days of placement (including HIB), unless a religious exemption or temporary medical exemption signed by a licensed physician.

Discipline Policy

- No form of corporal punishment may be used.
- Children shall not be subjected to discipline which is severe, humiliating or frightening.
- Discipline shall not be associated with food, rest or toileting.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Swimming pools must be constructed and operated according to 10D-5, F.A.C., one person with Advanced Life Saving Certificate (ALS) or equivalent unless certified lifeguard present.

-Child/staff ratio affected: Additional staff person on premises at all times; also applies to center sponsored field trips.

-Staff not required to have Red Cross lifesaving training. Provider of training as required above not specified by statute or administrative code.

Transportation Policy

-Requirements for child restraints or seat belts in vehicles used by child care facilities to transport children; requirements for annual inspections of the vehicles, and limitations on the number of children in the vehicles. A Commercial Driver's License (CDL) required for the transportation of children to or from preschool or any school-sponsored activities, when the vehicle utilized is designed to carry more than 10 persons including the driver.

Infant Care Programs

-No separate infant regulations.

-Specific data not available for center care for "infants only."

Overnight Care Programs

-Night time care is less than 24 hours.

-Approval required by licensing authority prior to providing night time care; one staff awake all night; meals must be served when child has not received evening meal prior to arrival or is in attendance through breakfast; sleeping area must have minimum of 20 square feet of floorspace per child; minimum of 18" between cots or beds; separate bed or cot for each child with own linens; children of opposite sex over the age of 6 shall not sleep in same room without adult supervision.

-There are 157 centers which provide overnight care.

School Age Care Programs

-Some exemptions and special requirements.

Sick Child Care Programs

-Mildly ill child care program not regulated by HRS Child Care Licensure.

Subsidized Child Care Programs

-Is available; contact FL DHRS, Children and Families Program,
2811-A Industrial Plaza Drive, Tallahassee, FL 32301
(904) 488-4900.

Programs for Children with Disabilities

-Special regulations regarding staff/child ratio and continuity of services. Mainstreaming not required; but supported.

-Compliance with ADA in providing services to children.

National Life Safety Fire Code

-Has been adopted; the state Fire Marshall has adopted Section 101 of the National Fire Protection Association (NFPA) Life Safety Code, 1985, for application in child care facilities.

Child Abuse and Neglect

-"Child Abuse Hotline": Call 1-800-962-2873 or (904) 487-4332.

Local Contact

-There are 15 HRS District Offices and 11 local licensing agencies.

Pending Legislation

-None.

GEORGIA

Information
Supplied by: Marsha Gates
Department of Human Resources
Child Care Licensing Section
2 Peachtree St., NW, 20th Floor
Atlanta, GA 30303-3167
PHONE: (404) 657-5577

Number and Definition of Regulated Programs

- **1,780** licensed centers.
- Nursery schools and prekindergartens are not included in this number; religiously affiliated centers are; programs operated by state entities exempt, as are 7 hour summer day camps for school age children.
- Some 4 yr old programs regulated by the GA Dept. of Education.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Building code inspection and sewage, water and fire inspections required once (upon opening); subsequent fire safety inspection requirements vary from county to county.
- No general liability or professional liability insurance required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 100 sq. ft.
- Staff/child ratios: infants - 1:6; walking one year olds - 1:8; two year olds - 1:10; three year olds - 1:15; four year olds - 1:18; five year olds - 1:20; preschool - 1:15; school- age - 1:25; mixed age groups - age of youngest child in if 20% or more in group.
- 50% of current staff present required to have current first aid and CPR training.

Unannounced Inspection Policy

- All inspections are unannounced.

Complaint Procedure

- All complaints investigated; abuse complaints done jointly with protective services staff.
- Center with good history not cited previously for violation related to complaint would be asked to submit plan of correction.
- Center usually has no longer than 30 days to come into compliance.
- No routine policy for notifying resource and referral agencies if center is closed; R and R's are notified if they request it.
- When complaints are registered against a center, results are disclosed if requested; exception - abuse complaints are confidential, except that they may be disclosed to specific persons as defined by law.

-Other remedies available: civil penalty of up to $500 per day of violation, revocation of license, restriction of license, denial of application, public reprimand, emergency suspension; placement of an emergency monitor in facility for 10 days; restraining orders.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirements for working in a center: administrator - 21 years; staff - 18 years; aides - 16 years.

-Compliance with ADA in staff hiring involves providing information to facilities about ADA and referrals to appropriate resource agencies regarding specific issues.

Staff Prescreening

-Only directors required to be prescreened by fingerprinting; center staff required to be prescreened by criminal records background check upon employment.

-Child abuse clearance, TB skin test, chest x-ray, medical exam, AIDS, HIB and measles immunizations, and drug and alcohol tests not required.

-Conditional hiring of staff (not director) is allowed until results of prescreening are received.

-No written references required.

-Temporary substitutes used on a routine basis must meet minimum qualifications and have a criminal background check.

Staff Training

-Preservice education and/or experience required for center directors, lead/head teachers; orientation required for new staff

-10 hours annual in-service training required for center staff related to job assignment. New staff must have specific training in abuse reporting, health related topics (disease control, illness detection, etc.).

-No specific training required for infant care, special needs care, sick child care, or drop in care except that training must be related to job assignment.

-First aid and CPR required in addition to annual 10 hours of training for center staff.

Child Documentation Policy

-Minimum information required about child upon enrollment.

Child Immunization Policy

-Enrolled children required to be immunized within 30 days; exceptions to the policy exist.

-State law requires all children to have HIB immunization.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

- -Pools must be inaccessible to children when not in use; must meet acceptable health standards.
- -Child/staff ratio affected as follows: Children less than two and a half years 1:2; children two and a half - five years 1:5; children four years who cannot swim 15 yards unassisted 1:16; all others 1:15.
- -Staff is required to have Red Cross lifesaving training when the water is more than 2 feet deep.

Transportation Policy

- -Regulations concerning the transportation of children are specified in the rules.

Infant Care Programs

- -Separate sections within the rules which address infant care.
- -Centers do provide care to "infants only," defined as 0 - 3 years.
- -Only one "infants only" center in the state.

Overnight Care Programs

- -Special regulations involving overnight care include: Separate changing areas for children of opposite sex, 8 years and older; sleeping equipment must be provided.
- -14 centers offer overnight care.

School Age Care Programs

- -Regulations applicable to older children are specifically designated in the rules.

Sick Child Care Programs

- -No separate regulations.

Subsidized Child Care Programs

- -Contact: Division of Family and Children Services, #2 Peachtree Street, NW, 12th Floor, Atlanta, GA 30303.

Programs for Children with Disabilities

- -No separate regulations; center must negotiate an agreement with parent regarding specific need of child upon enrollment.
- -Compliance with ADA in providing services to children involves providing information to facilities about ADA and referrals to appropriate resource agencies regarding specific issues.

National Life Safety Fire Code

- -Has been adopted; enforced by the State Fire Marshall's office.

Child Abuse and Neglect

- -Reported to Division of Family and Children Services.

Local Contact

- -Offices located strategically throughout the state.

Pending Legislation.

- -None.

HAWAII **

Information
Supplied by: Carol Chang
Child Care Program Administrator
Dept. of Human Services
P.O. Box 339
Honolulu, HI 96809
PHONE: (808) 586-5770
FAX: (808) 586-7062

Number and Definition of Regulated Programs

-**852** licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number.

Requirements

-License required; licensing required except in select situations; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and sanitation inspections required annually; building code required at initial license.
-General and professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 720 sq. ft. for 6 children plus 70 sq. ft. per child thereafter (up to 10); 1065 sq. ft. for 11 children plus 65 sq. ft. per child thereafter (up to 30); 2360 sq. ft. for 31 children plus 60 sq.ft. thereafter (up to 50); 3555 sq. ft. for 51 children plus 55 sq.ft. thereafter through 100; 6295 sq. ft. for 101 children plus 45 sq. ft. thereafter.
-Staff child ratios: infants - 1:3; toddlers - 1:4; 2 year olds 1:8; 3 year olds - 1:12; 4 year olds 1:16; schoolage - 1:20; mixed age group - age of youngest child.
-A first aid trained staff is required during operational hours.

Unannounced Inspection Policy

-Take place when a complaint is filed; otherwise announced yearly.

Complaint Procedure

-Policies for immediate closing of a center exist; policies on non-health and safety require a written corrective action plan.
-Center has up to 6 months to come into compliance; time varies depending on violation.
-Resource and referral agencies notified when a center is closed.
-Public reports complaints directly to the licensing staff.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age for working in a center is 18, except for aides (16).
-Compliance with ADA in staff hiring is done to the extent possible.

Staff Prescreening

-Fingerprinting, child abuse clearance, and medical examinations are required at initial employment; criminal records background check is required at initial employment by the FBI and is required annually by the state; TB skin test or chest x-ray required every 2 years.
-AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening is allowed for an indefinite period of time.
-Two written references from former employers are required.
-Temporary substitutes must be at least 18 years old and must participate in orientations program of the facility.

Staff Training

-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-No annual in-service training required.
-Special training required for infant care and care of children with disabilities.
-No special training required for sick child care.

Child Documentation Policy

-Center is required to keep information and records on each child.

Child Immunization Policy

-Enrolled children must be immunized, including HIB immunization.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-State does have guidelines for using swimming pools.
-Child/staff ratios are as required during regular program.
-Certified lifeguard shall be on duty at all times for water/swimming activities.

Transportation Policy

-No special regulations.

Infant Care Programs

-Separate regulations which service infants exist.
-Centers do provide "infant only" care, defined as 6 weeks to 36 months.
-There are 21 "infant only" centers in the state.

Overnight Care Programs

-Special regulations for overnight care include: consultation with parents, after which special attention given by caregiver to provide for transition into night care; selection of toys for quiet activities made available; comfortable beds or cots,

bedding, and night clothes available or supplied by parents; beds placed 3 feet apart; staff available to assist children during eating, pre-bedtime hours, and morning dressing; during sleep hours, staff within listening distance to provide for needs or respond to emergency; child must not sleep in building detached from main facility; night care facilities include at least one shower, bathtub, or bathing facility for the children.
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; contact DHS (Oahu: 586-7090, Hawaii: 933-4089, Maui: 243-5467, Kauai: 245-3461).

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities in each type of licensed facility.
-Compliance with ADA in providing services to children is done to the extent possible.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact DHS (same as Subsidized Child Care Programs).

Local Contact
-Each major island has a licensing worker or unit of workers.

Pending Legislation
-None.

** Information not reverified.

IDAHO

Information
Supplied by: Roseanne Hardin
Deputy Administrator
Department of Health and Welfare
450 West State St.
Boise, ID 83720
PHONE: (208) 334-5700
FAX: (208) 334-6699

Number and Definition of Regulated Programs

- **1,600** licensed centers.
- Nursery/preschools are not licensed separately, but are not included in the number of centers.
- Religiously affiliated centers are licensed.

Requirements

- License required; fire and health preapproval inspection required.
- Licenses renewed every 2 years; maximum fee for licensing is $100 ($40 for fingerprints; health/sanitation and fire inspection are the remainder).
- Separate inspections required every 2 years or on complaint by the Fire and Sanitation Departments.
- No general or professional liability insurance required.

Regulations

- No space requirements.
- No specific staff/child ratios.

Unannounced Inspection Policy

- There are no unannounced center monitoring visits.

Complaint Procedure

- Immediate closing of center required if it meets temporary restraining order or dire conditions.
- Dangers determine if only a warning is required, and the length of time a center has to come into compliance.
- Resource and referral agencies not notified in a center is closed.
- Complaints registered against centers are investigated.

Staff Qualifications

- No state recommended salary schedule for center staff.
- No minimum age requirement for working in a center.
- Compliance with ADA in staff hiring is unknown.

Staff Prescreening

- Staff required to be prescreened by fingerprinting (once if continuous employment) and criminal records background check.
- Child abuse clearance, TB skin test, chest x-ray, medical examination, HIB and measles immunizations, AIDS test, and drug and alcohol tests, are not required.
- No staff medical requirements.

-Conditional hiring prior to results of prescreening is allowed with a self-declaration.
-No written references required.
-No state policy regarding the use of temporary substitutes.

Staff Training
-No preservice education and or experience is required for center directors, lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Staff required to participate in 4 hours annual in-service training.
-No special training is required for infant care, children with disabilities, sick child care, or drop in care.
-CPR/first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy
-No specific state guidelines for child enrollment.

Child Immunization Policy
-Parent/Guardian must present proof of child immunizations within 14 days of child's enrollment; exemptions to the policy exist.
-No information provided regarding HIB immunization for enrolled children.

Discipline Policy
-No discipline policy regarding corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Swimming Pool Policy
-No guidelines regarding swimming pools, child/staff ratios, or Red Cross lifesaving training requirements for staff.

Transportation Policy
-No regulations concerning the transportation of children.

Infant Care Programs
-No separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-Centers do provide overnight care; exact number unknown.

School Age Care Programs
-No separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Child Care Programs
-Information not available.

Programs for Children with Disabilities

-No separate regulations in the care of children with disabilities.

-Compliance with ADA in providing services to children unknown.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-Contact local Health and Welfare Offices.

Local Contact

-Contact regional offices (7 in the state).

Pending Legislation

-None.

ILLINOIS **

Information
Supplied by: Carol Borders, Licensing Specialist
DCFS - Office of Licensing
406 East Monroe
Springfield, IL 62701
PHONE: (217) 785-2688
FAX: (217) 524-0014

Definition and Number of Regulated Programs

-**2,325** licensed centers.

-Nursery schools, prekindergartens, and religiously affiliated centers not exempt from licensure, are included in this number; IL exempts from licensure programs operated by public or private (including religious) school systems serving children who have attained the age of 3; there are no provisions to exempt any programs serving children under age 3.

Requirements

-License required; preapproval inspection required.

-Licenses are renewed every 2 years; no license fee.

-Fire safety inspection required annually; Health inspection required every 2 years.

-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirement per child: indoor - 55 sq. ft. for infants and toddlers; 35 sq. ft. per child; outdoor - 75 sq. ft.; outdoor space must accommodate 25% of enrollment.

-Staff/child ratios: infants - 1:4; toddlers - 1:5; two year olds - 1:8; preschool - 1:10; school- age - 1:20; mixed age groups - must have ratio required for lowest age child.

-During hours of operation at least one staff member certified in CPR/first aid, the Heimlich maneuver must be present.

Unannounced Inspection Policy

-A minimum of one unannounced annual visit; all complaint investigations and follow-up visits are unannounced.

Complaint Procedure

-Law authorizes immediate closing of a center required when health, safety, welfare or morals of children are in jeopardy.

-Length of time center has to come into compliance depends upon seriousness of violation and impact upon care.

-Resource and referral agencies notified when a center is closed.

-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for center director - 21 years; minimum age requirement for other center staff - 19 years.

-Compliance with ADA in staff hiring: Current rule does not prohibit hiring of specially abled if physical and mental health do not interfere with child care responsibility. Rule Language Provisions will address compliance with ADA.

Staff Prescreening

-Center staff required to be prescreened by child abuse clearance, criminal records background information check, TB skin test, chest x-ray (in cases of positive skin test), and medical examination.

-AIDS, HIB and measles immunizations, drug and alcohol tests are not required.

-Plans to implement fingerprinting in 1994.

-Conditional hiring prior to results of prescreening is allowed; policy established by facility, but hiring criteria must be met.

-3 character references required.

-Substitutes shall have same qualifications of staff.

Staff Training

-Preservice education and/or experience required for cente director, lead/head teachers, assistant teachers (amount r depends on position; courses required depend on age and nu children in care); dietician and kitchen staff shall hav same personal qualifications as required of other staff.

-15 hours annual in-service training required for center s

-Special training required for care of children with disabi no special training required for infant care (except for requirement for nurse/consultant), sick child, or drop in

Child Documentation Policy

-Centers must maintain record file on each enrolled child.

Child Immunization Policy

-All enrolled children must be immunized, including HIB; exemptions allowed on religious grounds or clinical reas

Discipline Policy

-Center staff shall use disciplinary measures designed and out in such a way as to help individual children develop control and to assume responsibility for their own acts. shall be subjected, under any circumstances, to corporal punishment inflicted upon the body or to verbal abuse, or deprived of regularly scheduled meals or any part of meal punishment, or punished for toilet accidents.

Emergency Medical Consent Policy

-Standards require parent(s) to provide name, address and te number of physician and names of other persons to contact parent(s) are not available in an emergency situation.

-Forms do not have to be notarized.

Swimming Pool Policy

-Guidelines must meet requirements of IL Dept. of Public

-Child/staff ratios are affected: Infant/Toddler (1-1); 2

(4=1); 3 yr olds (6=1); 4 yr olds (8=1); 5 yr olds (10=1); and school-age (15=1).
-At least one staff member must have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate section in standards exist.
-There are centers providing care to "infants only," defined as 6 weeks to 2 years.
-The number of "infant only" centers in the state is unavailable.

Overnight Care Programs
-There are special regulations for overnight care: Section of rule addresses specifics for night care.
-Number of centers providing overnight care is unavailable. Facilities are generally associated with employment related day care - hospitals or other employers requiring shift schedules.

School Age Programs
-Separate section in standards exist for before and after school programs.

Sick Child Care Programs
-Separate regulations for caring for sick children do not exist.

Subsidized Child Care Programs
-If available, contact Department of Children and Family Services, 406 East Monroe, Springfield, IL, 62701 (217) [illegible]

Programs for Children with Disabilities
-Separate section in standards exist for caring for special needs children; mainstreaming of special needs children is encouraged.
-Compliance with ADA in providing services to children: services are addressed in special needs section of rule.
-Developing rule language to ensure compliance with ADA.

National Life Safety Fire Code
-Has been adopted; State Fire Marshall's office implements NFPA's [illegible] Life Safety Code.

Child Abuse and Neglect
-Call [illegible]

Local Contact
-There are [illegible] regional offices within the state.

Pending Legislation
[illegible]

[illegible]

INDIANA

Information
Supplied by: James Hmurovich, Director
Division of Family and Children
402 West Washington St. - 3rd Floor
Indianapolis, IN 46204
PHONE: (317) 232-4442
FAX: (317) 232-4468

Number and Definition of Regulated Programs

- 631 licensed centers.
- Private or public school programs; day care religious ministries are registered.
- Nursery schools, prekindergartens and religiously affiliated centers are not included in this number.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed bi-annually; a license fee of $1.00 per child is required.
- Fire safety and health inspections required annually; building code inspection required once by state - local inspections vary.
- No general or professional liability insurance required.

Regulations

- Space requirements per child: indoor = 35 sq. ft. (excludes kitchen, hallways and bathrooms); outdoor = 50 sq. ft.
- Staff child ratios: infants = 1:4; toddlers = 1:5; 2 year olds = 1:5; 3 year olds = 1:10; 4 year olds = 1:12; 5 year olds = 1:15; 6 year olds and up = 1:20.
- At least one adult on the premises whenever children are present must be trained in pediatric CPR.

Unannounced Inspection Policy

- Approximately 3 times per year (licensing inspections and complaints).

Complaint Procedure

- If children are at risk or in imminent danger, immediate closing of center is required.
- Violations that require only a warning result; probationary licenses may be issued.
- Length of time center has to come into compliance depends on severity of non-compliance.
- Parents and referral agencies are notified if a center is closed.
- Complaints registered against a center are responded to; the staff person receiving a complaint has 10 days to file written response to the center file.

Staff Qualifications
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18 and age 21 for infants.
- Compliance with ADA in staff hiring is required under federal law. All centers expected to comply.

Staff Prescreening
- TB skin test required within 3 months prior to employment and annually thereafter for all persons having direct contact with children required; if TB test is positive, chest x-ray is mandatory; criminal records background check, and child abuse clearance required.
- Fingerprinting, medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
- Conditional hiring prior to results of prescreening not allowed.
- No written references required; each center has their own requirements.
- A responsible adult age 18 or over must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.

Staff Training
- Preservice education and experience required for center directors, lead head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- At least 12 hours of annual in-service training required for center staff.
- All employees providing direct care to children must have training in basic first aid within three months of employment and at least every three years thereafter.
- All staff members who have direct contact with infants and toddlers must have current training in first-aid procedures, particularly control of bleeding, treatment for shock, artificial respiration, poisoning, choking & seizures, prior to giving care.
- No special training required for care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
- Center must keep adequate social and progress records, as well as identifying information, on each child in care.

Child Immunization Policy
- Enrolled children must be immunized, including HIB immunization, unless a specific immunization is a danger to the health of the child.

Discipline Policy
- The director must not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child may ever be shaken, hit, or spanked.

Emergency Medical Consent Policy
- Written consent required, but form does not have to be notarized.

[illegible]

Swimming Pool Policy

-Guidelines include that the pool be maintained according to state health regulations; written parental permission; pool must be fenced; locked gate; and two flotation devices.
-Child staff ratios are affected; must be 2 times regular ratio.
-Staff required to have Red Cross lifesaving training.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs

-Special regulations include additional state fire marshall requirements.
-No centers provide overnight care.

School Age Care Programs

-Specific regulations for school age children in attendance at a licensed center.

Sick Child Care Programs

-Specific regulations for care of children who become ill at a center exist.

Subsidized Child Care Programs

-Is available; contact IN Division of Family and Children, Bureau of Child Development, 402 West Washington St., 3rd floor, Indianapolis, IN 46204: (317) 232-2291.

Programs for Children with Disabilities

-No special regulations.
-Compliance with ADA in providing services to children are required under federal law. All centers expected to comply.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-Each county has child protection services telephone numbers.

Local Contact

-None.

Pending Legislation

-None.

IOWA ++

Information
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Program Manager
Dept. of Human Services
Hoover State Office Bldg. - 5th Floor
Des Moines, IA 50319
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FAX: (515) 281-4597

Number and Definition of Regulated Programs

- **1,456** licensed centers (which includes 723 preschools); total number of licensed centers also includes prekindergartens and religiously affiliated centers.
- Preschools licensed separately, but with same regulations.
- Programs operated by an approved public school are under the IA Dept. of Education; these are the only general exceptions.

Requirements

- License required for anyone who is not registered caring for 7 or more children; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Fire safety inspection required annually; building code and zoning inspection requirements depend on local requirements at the time of opening.
- General liability and/or professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft. (program area only); outdoor- 75 sq. ft. (at any one time); in room with infants with cribs - 40 sq. ft.
- Staff/child ratios: infants - 1:4; 2 year olds - 1:6; 3 year olds - 1:8; 4 year olds - 1:12; 5 to 10 year olds - 1:15; mixed age groups - based on age of youngest child in group.
- Someone must be on premises at all times with current first aid; director must have first aid if center is licensed for more than 20 children.

Unannounced Inspection Policy

- Some consultants do only unannounced inspections; the rest schedule licensing evaluations with one or more unannounced visits each year.

Complaint Procedure

- No policies that require immediate closing of a center; if children are in immediate danger, can request injunction from County Attorney.
- No specific written definition for policies that only require a warning.

-Length of time center has to come into compliance depends on the specific deficiency.
-Resource and referral agencies not notified if a center is closed.
-When a complaint is registered against a center, the responsible day care consultant investigates immediately and sends a written report to the center and keeps one in file; further response depends on result of investigation.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16 if under the supervision of an adult and 18 if alone with children.
-No information available about compliance with ADA.

Staff Prescreening
-Center staff required to be initially prescreened by child abuse clearance and criminal background check; medical examination initially and every 3 years.
-Fingerprinting, TB skin test, chest x-ray, AIDS test, and drug and alcohol tests are not required.
-No information available about measles or HIB immunization requirements for staff.
-Conditional hiring prior to results of prescreening is allowed until forms are returned to center (around 2 weeks).
-No written references required.
-Center should have substitutes who meet requirements on file (if not, temporary substitutes may be used until files are completed).

Staff Training
-Combination of preservice education and experience required for center directors; no requirements for lead/head or assistant, teachers, teacher aides, and the dietician and kitchen staff.
-6 hours annual in-service training required.
-No special training required for infant care, care of children with disabilities, or drop in care; drop-in get well centers require an LPN or RN on duty at all times.

Child Documentation Policy
-Children are required to have on file before entering: pre-enrollment physical exam report, immunization record, emergency medical consent form, permission for specific individuals to pick up child, doctor's name, address, and telephone number, and emergency contact person.

Child Immunization Policy
-Enrolled children are required to be immunized.
-No information available about HIB immunization.

Discipline Policy
-Physical punishment, or any punishment that is humiliating, frightening, or connected with food or toilet training, is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized.

Swimming Pool Policy
-No information available.

Transportation Policy
-A second staff member must be present if more than 6 children are being transported.

Infant Care Programs
-Center must report to parents each day on what occurred that day.
-No information available on "infant only" centers.

Overnight Care Programs
-No information available.

School Age Care Programs
-Allow for different qualifications for on-site director; otherwise the same.

Sick Child Care Programs
-Separate regulations exist requiring different physical arrangements of facility, RN or LPN, triage procedures, and medical doctor as consultant.

Subsidized Child Care Programs
-Is available; contact Department of Human Services local office.

Programs for Children with Disabilities
-No separate regulations; mainstreaming is not required, but is allowed.
-No information about complaince with ADA.

National Life Safety Fire Code
-Has not adopted; IA has its own code for fire in effect.

Child Abuse and Neglect
-Statewide number: (515) 281-5581; each county has specific numbers.

Local Contact
-Each county has a Department of Human Services Office.

Pending Legislation
-None.

++ Information from 1993 Study; no updated information was provided by press date.

KANSAS **

Information
Supplied by: Christine Ross-Baze, Director
Child Care Licensing & Registration Section
Dept. of Health and Environment
900 S.W. Jackson St.
Topeka, KS 66612-1290
PHONE: (913) 296-1272
FAX: (913) 296-1266

Definition and Number of Regulated Programs

-**863** licensed centers.
-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number.

Requirements

-License required; preapproval inspection required.
-License reviewed annually; license fee is $15 for license capacity of up to 12 children; 13 or more is a base fee of $35 plus $1 for each child in capacity up to $75; fees go to state general fund.
-Fire safety inspection required annually; building code inspection required annually where city requires; sanitation inspection required yearly if using septic system or well water.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft., excluding passage ways, rest rooms, kitchens, crib space; outdoor - 75 sq. ft. to accommodate 1/2 of license capacity (min. 750 sq. ft.).
-Staff/child ratios: infants - 1:3; toddlers - 1:5; 2 1/2 to 6 years - 1:10; 3 to 6 years - 1:12; schoolage (K-12) - 1:14; schoolage (6-12) - 1:16; mixed age groups (ages 0-6) - 1:4, maximum of 8 children in one group.
-First aid: separate pre- and/or in-service training requirement.

Unannounced Inspection Policy

-Annual and on complaints; compliance checks are conducted following enforcement action.

Complaint Procedure

-Policies that require immediate closing of a center include emergency suspension capability in life endangered situation.
-Length of time center has to come into compliance depends on violation; 5 days for compliance or plan for compliance.
-Resource and referral agencies are notified when the department intends to close a center by enforcement action; monthly lists of active files are now available to R&R's.
-When complaint is registered against a center, the Health Dept. or SRS conduct complaint investigations; reports are sent to DHE; enforcement action is then taken.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirements for center staff: directors and lead teachers - 18 years; aides - 16 years; volunteers - 14 years.
-Compliance with ADA in staff hiring administered by other agency.

Staff Prescreening

-Center staff required to be prescreened by child abuse clearance, criminal records background check, TB skin test or chest x-ray and medical examination.
-Fingerprinting, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring for 1 week prior to prescreening results is allowed.
-Written references required.
-Requirements for temporary substitutes are in regulations.

Staff Training

-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for dietician and kitchen staff.
-Annual in-service training required for center staff: 10 clock hours for staff; 5 clock hours away from center for directors.
-Special training required for infant care and care of children with disabilities; no special training required for drop in care.

Child Documentation Policy

-Health forms are required for each enrolled child.

Child Immunization Policy

-Enrolled children required to be immunized, including the HIB.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Since forms are required to be acceptable to the hospital that provides emergency treatment, form may have to be notarized; it depends on that hospital's requirement.

Swimming Pool Policy

-Guidelines include: swimming pools with water over 24" deep, wading pools, and hot tubs on the premises must be constructed, maintained, and used to safeguard the lives and health of the children; number and ages of children limited to allow appropriate supervision by adult staff members; legible safety rules posted in conspicuous location, and read and reviewed weekly by each staff member responsible for the supervision of children; below-ground swimming pools enclosed by fence not less than 5 ft. high; above-ground swimming pools shall be 4 ft. high or enclosed with fence not less than 5 ft. high; steps removed from pool when pool not in use; sensors not used in lieu of fence;

pool 6 ft. in width, length, or diameter provided with ring buoy and rope or shepherd's hook of sufficient length; children never permitted to play without supervision near wading pool with water; water in wading pools emptied daily; hot tubs covered with insulated cover secured with straps or locks; children in day care not permitted to use hot tubs; ponds and lakes used only by children over 6 years of age, and must be approved for swimming by county health dept. or KS Dept. of Health and Environment.
-Child/staff ratios are maintained the same as required ratios for various age groups.
-The state cannot promote one agency's program by requiring staff to have Red Cross lifesaving training, but a person with a life saving certificate or a person with training in CPR who can swim shall be in attendance when children are using a swimming pool; certified lifeguard on duty at ponds and lakes.

Transportation Policy
-Special regulations exist.

Infant Care Programs
-Regulations for centers have special sections for preschool care, care of children with disabilities, full-day care, infant and toddler care, school age care, and intergenerational care.
-No centers provide care to "infants only."

Overnight Care Programs
-No information given regarding the special regulations for overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Programs
-Separate regulations exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Are available; contact Karen Juola, Department of Social and Rehabilitation Services: (931) 296-6772.

Programs for Children with Disabilities
-Separate regulations exist.
-Compliance with ADA in providing services to children is administered by another agency.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-922-5330 or the local Social and Rehabilitation Services Office.

Local Contact
-Local County Health Dept.

Pending Legislation
-None.

** Information not reverified.

KENTUCKY

Information
Supplied by: Bess Howard, M.S.W.
Program Specialist
CHR-DL&R, CHR Bldg., 4-E
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Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

Number and Definition of Regulated Programs

- **1,740** licensed centers.
- Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements

- License required for care of 7 or more children who are not the children, grandchildren, nieces, nephews, or children in legal custody of the provider of care; preapproval inspection required.
- Licenses are renewed annually; $80 initial licensure fee for Type I Centers; $40 initial licensure fee for Type II Centers; $40 renewal fee for both types; money goes to state general fund.
- Fire safety and building code inspection required annually.
- General liability insurance required; professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.; indoor space in lieu of outdoor play area is 60 sq. ft.
- Staff/child ratios: infants - 1:5 (effective July 1994, till then, 1:6); toddlers - 1:6; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 year olds - 1:14; school age - 1:15; 7 and older - 1:25 (before & after school); 7 and older - 1:20 (full day care).
- One person on duty at all times certified in infant and child CPR and first aid.

Unannounced Inspection Policy

- Annual relicensure inspections are unannounced and complaint investigations.

Complaint Procedure

- If children in care in immediate danger, a license may be revoked.
- Length of time center has to come into compliance depends on severity of cited deficiency.
- Resource and referral agencies not notified when center is closed.
- All allegations of non-compliance with licensure standards require mandated investigation on an unannounced basis.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18; minimum age requirement is 16 if under supervision of adult worker.

-Compliance with ADA in staff hiring involves providing information to providers regarding the ADA. DSS policy somewhat overlaps with ADA regulations.

Staff Prescreening

-Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, TB skin test; chest x-ray required if appropriate (per physician).

-Medical examination, AIDS test, HIB and measles immunizations and drug and alcohol tests not required.

-Conditional hiring prior to results of prescreening not allowed.

-Temporary substitutes must meet same requirements as staff.

Staff Training

-Preservice education and/or experience required for center director; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.

-12 hours annual in-service training required for center staff. 6 hours orientation training for newly hired staff during first 3 months of employment.

-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-Medical and immunization records are required for each enrolled child.

Child Immunization Policy

-All enrolled children are required to be immunized; except for HIB immunization.

Discipline Policy

-Physical punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Swimming pools are not specifically addressed in the regulations.

Transportation Policy

-A section of the regulations addresses transportation of children.

Infant Care Programs

-A section of the regulations addresses infant/toddler care.

-There are centers that provide care to "infants only," defined as under one year of age.

-There are 9 "infant only" centers in the state.

Overnight Care Programs

-Special regulations for overnight care include different sleeping accommodations and hours.

-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs

-A section of the regulations addresses before/after school care.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care Programs

-Is available; contact Lydia Roberts, Branch Manager, Child Care Services Branch, Dept. for Social Services, 5th Floor West, CHR Bldg., 275 E. Main St., Frankfort, KY: (502) 564-2524.

Programs for Children with Disabilities

-No separate regulations for caring for children with disabilities, but regulations require that individual needs of each child must be met; mainstreaming children with disabilities not required.

-Compliance regarding ADA involves training providers and licensing inspectors about ADA regulations. DSS policy somewhat overlaps with ADA regulations.

National Life Safety Fire Code

-Has been adopted and enforced by the state fire marshall's office.

Child Abuse and Neglect

-Call (502) 564-2800.

Local Contact

-4 regional offices exist.

Pending Legislation

-None.

LOUISIANA

Information
Supplied by: Steve Phillips, Director
Bureau of Licensing
Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
PHONE: (504) 922-0015
FAX: (504) 922-0014

Number and Definition of Regulations Programs

-**1,858** centers (1,213 Class A and 645 Class B).

-Day Care Center defined as: any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision and guidance of seven or more children not related to the caregiver and unaccompanied by parent or guardian, on a regular basis for at least twenty hours in a continuous seven-day week, and in which no individual child remains for more than twenty-four hours in one continuous day.

Requirements

-License required; preapproval inspection required.

-License renewed annually; $25 application fee; additional as follows: $25 for 15 or fewer children; $100 for 16-50; $175 for 51-100; $250 for 101 or more; Class B church owned and operated centers are exempt.

-Class A centers may receive state and/or federal funds; and Class B cannot receive state or federal funds directly or indirectly.

-Fire and safety and public health inspections required initially and annually; building and zoning code required initially only.

-General liability insurance required for Class A licensed centers only; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. for one-half the number licensed for indoor or 37.5 sq. ft. for each child.

-Staff/child ratios: 0-1 years - 1:6; 1-2 years - 1:8; 2-3 years - 1:12; 3-4 years - 1:14; 4-5 years - 1:16; 5-6 years - 1:20; school age - 1:25; mixed age groups - average ratio observed as long as no children under 2 are present [ratios apply for centers of 11 or more children].

-All staff must be current in first aid and CPR; new employees in Class B licensed centers have 90 days to comply.

Unannounced Inspection Policy

-State law requires all licensing visits to be unannounced.

Complaint Procedure

-State law does not cover immediate closing of a day care center; however, any child, or all children, may be removed from center if conditions exist which places the health and safety of a child, or children, in imminent danger.

-Class A licensed center must post telephone number of Bureau of Licensing and parents informed that they may call if they have complaints; (Not required in Class B licensed centers).

-All child abuse complaints investigated by Child Protection Agency.

-Licensing violations require a warning; center has 10 days to give a written plan for correction; follow-up licensing inspection made.

-If a license is denied or revoked; must be done with permission of a Child Care Committee; center has 30 days to file an appeal for a hearing before Bureau of Appeals; center may also file suit in district court.

-Resource and referral agencies are not notified of center closing on an individual basis. They obtain lists on an as-needed basis.

Staff Qualifications

-No state recommended salary schedule for staff.

-Minimum age requirements: 21 years for director; 18 years for all other staff except 16/17 for aides when under the direct supervision of another qualified adult staff (Never left alone with children).

-Compliance with ADA in staff hiring involves informing the center of regulations and checking compliance.

Staff Prescreening

-Fingerprinting required for criminal records background check and child abuse clearance; medical examination with either TB skin test or chest x-ray required initially and every three years thereafter.

-AIDS and alcohol test; HIB and measles immunizations not required.

-Conditional hiring not allowed.

-Written references required on all staff.

-Requirements for substitutes same as full-time staff.

Staff Training

-A combination of educational background and experience required for all center directors; none required for other staff.

-All staff required to participate in a one day orientation to the center followed by 4 days of supervised work with children; quarterly in-service training by center staff or director.

-All staff in Class A licensed centers must obtain 12 hours of training per year in areas of child growth and development; child care programming and activities; health and safety; discipline and guidance techniques; recognizing symptoms of abuse and neglect; design and use of space; working with parents nutrition; etc. (Not required in Class B licensed centers).

-No special training required for infant care, care of children with disabilities, sick child care, or drop-in care but may be a part of the 12 hours of training above.

Child Documentation Policy

-Child Information Form must be completed with medical and health record showing inoculations; transportation permission slip; third party pick up permission information; statement concerning emergency medical care; etc.

Child Immunization Policy

-Enrolled children required to have immunizations, including HIB.

Discipline Policy

-Corporal punishment not allowed in Class A centers; allowed with parental written permission for Class B centers.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines include: Chlorine level and PH tested; PH maintained between 7.2 and 8.2; pools enclosed by fence at least 5 feet high with no openings greater than 3 1/2 inches; water temperature between 82 degrees F and 93 degrees F.

-Child/staff ratio not affected.

-Staff required to have Red Cross lifesaving training.

Transportation Policy

-Staff must hold valid LA driver's license; carry liability insurance on the vehicle; vehicle in good working order; driver may not leave the vehicle unattended when children are present.

Infant Care Programs

-Infants must be held while feeding; infants may not remain in cribs or beds or carry-alls for more than 30 minutes while awake; staff ratio of 1:6 required; proper techniques must be followed for diaper changing and handwashing.

-No centers provide care to "infants only."

Overnight Care Programs

-Regulations for overnight care require proper bedding; proper staff (with at least 2 regardless of number of children); boys and girls over 6 years of age do not sleep in the same room.

-Approximately 100 centers provide overnight care.

School Age Programs

-No separate regulations.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care Programs

-Available only in Class A licensed centers.

Programs for Children with Disabilities

-Mainstreaming encouraged.

-Compliance with ADA in providing services to children involves informing center of regulations and checking compliance.

National Life Safety Fire Code
-Centers must meet Code regulations.

Child Abuse and Neglect
-Complaints investigated by Child Protection Agency.

Local Contact
-Licensing information, D.S.S. Bureau of Licensing, P.O. Box 3078, Baton Rouge, Louisiana 70821 (504) 922-0015.
-Child abuse, local Child Protection Agency.

Pending Legislation
-None.

MAINE

Information
Supplied by: Paul J. Bright, Supervisor
Child Care Licensing
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 289-5060
FAX: (207) 626-5555

Number and Definition of Regulated Programs

-**340** licensed centers.
-Nursery/preschools/prekindergartens licensed separately.
-Number includes religiously affiliated centers.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; $10 license fee; fees are used to offset cost of fire inspection conducted by State Fire Marshal.
-Separate inspection required annually by Fire Department; building code inspection required if municipality requires it.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 1/2 to 3 year olds - 1:8; 3 to 6 year olds - 1:10; school age - 1:10; mixed age groups - determined by age of youngest child in group.
-A staff member with CPR/first aid training must be present.

Unannounced Inspection Policy

-All visits unannounced, with some exceptions.

Complaint Procedure

-No specific policies that require immediate closing of a center; decided case-by-case basis or court-ordered emergency suspension.
-Warning only cases are decided on a case-by-case basis.
-Center compliance time depends on the compliance issue.
-Resource and referral agencies notified if a center is closed.
-Complaints registered against centers are responded to; Maine DHS has an abuse investigation unit for facilities.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for other center staff is 18.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening

- Staff prescreening required for criminal records background check, child abuse clearance, and measles immunization.
- Not required: Fingerprinting, TB skin test, medical exam, chest x-ray, AIDS test, HIB immunization, and drug and/or alcohol tests.
- Conditional hiring prior to results of prescreening is allowed.
- 3 written references required for director.
- The licensed facility is responsible for the actions of substitutes in the same way that it is for other staff.

Staff Training

- Preservice education and/or experience required for center directors and lead/head teachers; kindergarten programs within centers must have certified teachers; assistant teachers, teacher aides, or the dietician and kitchen staff--no requirements.
- Annual in-service training required; 24 hours/year for staff working more than 20 hours/week, 12 hours/year for staff working under 20 hours/week.
- No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

- The facility must obtain information specified in rules regarding health, immunizations, parent information, authorization for emergency medical care and others.

Child Immunization Policy

- Enrolled children are required to be immunized, including the HIB immunization. The center must meet standards set by the State Immunization Program.

Discipline Policy

- Corporal punishment is not allowed; other prohibited practices: sexual abuse, lack of supervision, neglect, withholding food and drink, derogatory remarks to or about children or parents, name calling, shaming or embarrassment, unusual confinement.

Emergency Medical Consent Policy

- Written consent required, but form does not have to be notarized.

Swimming Pool Policy

- Guidelines for swimming pools: must be cleaned daily and protected to prevent access without supervision.
- Child/staff ratio not affected.
- Staff not required to have Red Cross lifesaving training.

Transportation Policy

- Rules related to centers operating their own vehicles.

Infant Care Programs

- Separate section in regulations for centers which service infants.
- No information given regarding centers which provide care to "infants only."

Overnight Care Programs

-No special regulations exist for centers providing overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs

-Separate rules related to activities for before and after school programs exist.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care Programs

-Is available; contact Office of Child Care Coordination: (207) 287-5060.

Programs for Children with Disabilities

-Center must offer appropriately trained staff for the child.
-Compliance with ADA in providing services to children is done according to the individual needs of the child.

National Life Safety Fire Code

-Has been adopted.

Child Abuse and Neglect

-Contact 1-800-452-1999.

Local Contact

-There are regional DHS offices for Social Service delivery; day care licensing is administered from central administrative office.

Pending Legislation

-Legislation pending: Increase application fees.

MARYLAND

Information
Supplied by: Percilla J. Lynch
Assistant Director of Licensing
Department of Human Resources
Child Care Administration
2701 N. Charles Street
Baltimore, Maryland 21218
PHONE: (410) 554-0414 or 0441
FAX: (410) 554-0448

Number and Definition of Regulated Programs

- **1,720** licensed centers, which includes nursery schools, prekindergartens, and religiously affiliated centers.
- Nursery schools and prekindergartens receive certificates from the MD Board of Education stating approval for educational programs and licenses from the CCA.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Fire safety initially and annually thereafter; building code inspections required initially and when changes to the structure housing the center; zoning approval required.
- General liability and professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft. (if licensed prior to 12/1/71, 30 sq. ft.); no outdoor.
- Staff/child ratios: infants - 1:3; young toddlers 1:3; two year olds - 1:6; preschool - 1:10; school age - 1:15; mixed age groups - varies by ages.
- Center must have at least one staff person on duty at all times with current CPR and first aid training certificate, including on field trips.

Unannounced Inspection Policy

- Unannounced inspections occur with complaint investigations and new licensing monitoring, as needed.

Complaint Procedure

- No policies that require immediate closing of a day care center, although health officers retain authority to order closure if public health emergency; emergency suspensions require that operations cease within 72 hours of receiving the notice.
- Noncompliance situations where children are not in jeopardy require a warning, which may be followed for chronic violations, denial of renewal, or revocation.
- Provisional licenses may be issued for up to 6 months.

- All complaints both written and oral that relate to the violation of a regulation, including anonymous complaints, shall be investigated and a written report of the findings prepared.
- Resource and referral agencies are notified in writing immediately when a center is closed.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age for director is 21; group leaders and senior staff is 20; aides and substitute aides is 16; other substitutes is 18.
- Compliance with ADA in staff hiring: Child care center licensing regulations do not enforce ADA; however, federal regulations require compliance by centers and centers are held accountable through the use and occupancy office, the fire marshall's office, and EEOC.

Staff Prescreening

- Child abuse clearances required for directors, operators, owners, and board members who have access to children; FBI fingerprinting required for all once; criminal records background check required each time employee changes employment; medical examination required within six months of employment and only once if no gap in employment; TB skin test and chest X-ray required only if indicated.
- HIB and measles immunizations for staff in licensed child day care centers are not required; however, pre-employment medical report recommends a review of immunization status.
- AIDS, and drug and/or alcohol test are not required.
- Conditional hiring not allowed prior to results of prescreening.
- Written references not required.
- Temporary substitutes for aide must be 16 years of age, other substitutes should be at least 18 years of age and comply with regulations pertaining to criminal background investigations.

Staff Training

- Preservice education and/or experience required for center directors, lead teachers and school age group leaders; no requirements for aides, dietician or kitchen staff.
- 6 clock hours of in-service training required annually for directors; 3 clock hours for group leaders and senior staff.
- Special training required for infants and toddlers (3 semester hours); no special training required for the care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

- Center must have on file on every child: emergency medical permission, written health report, record of immunizations, daily attendance.
- Center must have on file for a child with a disability: instructions for care in an emergency, medication, special nutritional needs and feeding procedures, and special medical and non-medical treatments or procedures; also must have a plan for child's care.

-Center must have on file for infants and toddlers: schedule for feeding, including amounts and kinds of foods arranged in consultation with parents and recommendations from physician.

Child Immunization Policy

-Enrolled children required to be immunized at admission and is a retention requirement.

-Regarding the HIB immunization, according to Guidelines for Immunization Certification in Licensed Child Care Centers, children 2 to 59 months are required to receive HIB vaccines, with the exception of children 18-59 months who were born before 1989. No HIB vaccines are required for children 60 months or older.

Discipline Policy

-No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines include: Prior written approval from a child's parent on a form approved by the Child Care Administration; continuous staff supervision is required for wading area 4 feet or less in depth; lifeguard holding American Red Cross Advanced Life Safety Certificate or YMCA Senior Life Saver for depth of water exceeding 4 feet. Lifeguard shall be at waterside and not included in required staff/child ratio; one-to-one staff/child ratio must be maintained if water is over child's chest and child cannot swim. Exception is swimming lessons approved by American Red Cross; swimming facilities must meet applicable local standards of health, sanitation, and safety.

-Child/staff ratio is affected: one-to-one ratio for each child who cannot swim and the water is over the child's chest.

-Staff not required to have Red Cross lifesaving training: When depth of water exceeds 4 feet, a lifeguard with above qualifications must be present.

Transportation Policy

-Regulations concerning the transportation of children are administered by the Motor Vehicles Administration of the Dept. of Transportation.

Infant Care Programs

-Separate section in the regulations regarding care of infants.

-There are centers providing care to "infants only," defined as under 2 years of age.

-Currently, CCA is unable to provide the number of "infant only" centers; however, there are approximately 1,799 infant "slots" in all child care centers throughout the state.

Overnight Care Programs

-There are no regulations for overnight care by child care centers; however, a center must request approval from CCA prior to providing overnight care and submit a written plan of operation to be approved by CCA.

-One center provides overnight care.

School Age Care Programs

-No separate regulations. Specific regulations for school age care are included in child care center licensing regulations.

Sick Child Care Programs

-No separate regulations; prior approval of a special care plan is required.

Subsidized Child Care Programs

-Is available; contact Linda Zang, Child Care Administration, 2701 N. Charles Street, Baltimore, MD 21218: (410) 554-0417.

Programs for Children with Disabilities

-No separate regulations; written care plan is required; care plan must include population to be served, admissions criteria, procedures for special care plan for each child.

-Compliance with ADA in providing services to children.

National Life Safety Fire Code

-Has been adopted; required fire control equipment and fire escapes in case of fire and other emergency.

Child Abuse and Neglect

-Call Department of Human Resources (DHR): 1-800-332-6347 or Child Protective Services (410) 333-0226; or call local DSS offices between 8:30 AM - 4:30 PM.

Local Contact

-The Child Care Administration has 12 regional and 3 field offices.

Pending Legislation

-None.

MASSACHUSETTS

Information
Supplied by: Frances Barrett, Director
Group Day Care Licensing
Office for Children
1 Ashburton Place
Boston, MA 02108
PHONE: (617) 727-8900
FAX: (617) 727-0528

Number and Definition of Regulated Programs

- -2,078 licensed centers.
- -Nursery schools, prekindergartens, Head Start programs, and religiously affiliated centers are included in the number; some private educational systems provide exempt care by statutory definition; these exempted centers are regulated through their local school departments.

Requirements

- -License required; preapproval inspection required.
- -Provisional licenses are renewed every 6 months; regular licenses are renewed every 2 years.
- -License fees: for 2 year license: capacity of 1-39 - $200, capacity of 40+ - $300; for 6 month license: capacity of 1-39 - $150, capacity of 40+ - $250; capacity change with regulated license - $50, capacity change with provisional license - no charge; limited school age license - $50.
- -Building code inspection required annually; Local Health Dept. inspection required annually for programs serving hot meals to 13 or more children; lead paint inspection for new centers unless recently built; well water test and fire safety inspection required in some communities.
- -General liability and professional liability insurance not required.

Regulations

- -Space requirements per child: indoor - 35 sq. ft. per child; outdoor - 75 sq. ft. (per child using it); with outdoor space it is permitted to rotate groups of children through the space.
- -Staff/child ratios: infants - 1:3 and 2:4-7; toddlers - 1:4 and 2:5-9; preschool 1:10 (full day center), 1:12 (half day center); school age - 1:13; mixed age groups: infants up to 2 yrs./9 mos. - 1:5; 2 yrs./9 mos. to 7 yrs. - 1:10.
- -First aid training is required within 6 months of employment for all direct care staff and non-teaching administrators and one CPR trained person for children on the premises when children are present; all certifications must be kept current.

Unannounced Inspection Policy

- -New centers receive at least one unannounced visit during the first six months of operation; most complaints are investigated through unannounced visits.

-Centers also receive as many health and safety visits unannounced as possible, depending upon the number of licensing staff.

Complaint Procedure

-Routinely the director is advised of noncompliances found during the exit interview and again in writing; more serious response is the exception.

-Authorized to close centers on an emergency basis or to issue notice of intent to close with the program remaining open through the appeal process.

-Unless immediate compliance is necessary, the center proposes a reasonable method and time frame for compliance.

-Resource and referral agencies are notified if a center is closed.

-Complaints registered against centers are written on specific form and assigned for follow-up.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for teacher level and above is 21 with a high school diploma; minimum age for teacher aide is 16.

-Compliance with disability requirements in staff hiring: All new and moving centers must be physically accessible; all staff must receive in-service training on disabilities; programs must make reasonable accomodations.

Staff Prescreening

-Center staff required to be prescreened by criminal records background check if they have unmonitored contact with children (5 minutes out of sight or hearing); TB test required once (unless person has symptoms); medical examination is required every 2 years; measles immunization is required.

-Fingerprinting, child abuse clearance, AIDS test, HIB immunization and drug and alcohol tests are not required.

-Conditional hiring is not allowed.

-Center administrator must document telephone reference checks.

-If a temporary substitute is required for staff/child ratios, all regulations apply for temporary substitute.

Staff Training

-Preservice education and/or training required for center directors and teachers, and orientation required for all staff prior to being responsible for a group of children; no requirements for assistant teachers, or the dietician or kitchen staff.

-20 hours annual in-service training required for center staff, with at least 25% in the area of children with disabilities.

-Special training required for infant/toddler care; Each center must have a health care consultant.

Child Documentation Policy

-Specific state guidelines for child enrollment exist.

Child Immunization Policy

-Enrolled children are required to be immunized, including the HIB immunization; periodicity schedule developed by MA Dept. of Health in conjunction with CDC.

Discipline Policy

-Center must have a written policy posted and provided to parents and to staff.

-Corporal punishment is prohibited. No denial of food; no punishment for soiling or wetting.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

-Consent must be updated annually.

Swimming Pool Policy

-Local Health Departments apply swimming pool regulations.

-No information provided regarding affect on child/staff ratios.

-No information provided regarding staff requirement of Red Cross lifesaving training.

Transportation Policy

-Regulations concerning the transportation of children include a written plan and vehicle and driver requirements.

Infant Care Programs

-Specific differences within general regulations for infant age category.

-There are centers providing care to "infants only," defined as 1 month to 15 months.

-There is one "infant only" center in the state.

Overnight Care Programs

-State would license overnight care as a pilot or demonstration project.

-No information regarding number of centers providing overnight care; they do have centers licensed to provide care for more than one shift.

School Age Care Programs

-A separate set of regulations exist for before and after school programs.

Sick Child Care Programs

-Regulations encourage the care of mildly ill children at centers and put in place infection control procedures for all centers.

Subsidized Child Care Programs

-Is available in form of both contracts and vouchers; contact Department of Social Services: (617) 727-0900.

Programs for Children with Disabilities

-Regulations updated in March, 1992, incorporated standards for care of children with disabilities in all centers. Provisions for physical accessibility of space used by new programs and programs that move.

-In addition to above, compliance with disability regulations in providing services for children involves staff receiving in-service training on disabilities. Programs must make reasonable accommodations.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Department of Social Services has offices throughout the state; main phone number is (617) 727-0900.

Local Contact
-5 regional licensing offices plus central office.

Pending Legislation
-None.

MICHIGAN

Information
Supplied by: Ted de Wolf, Director
DSS, Bureau of Regulatory Services
Division of Child Day Care Licensing
235 South Grand Ave.
P.O. Box 30037
Lansing, MI 48909
PHONE: (517) 373-8300

Number and Definition of Regulated Programs

- **3,992** licensed centers.
- Nursery schools, prekindergartens and religiously affiliated programs are included in this number; exception if parents are immediately available, licensing not required.

Requirements

- License required for private sector programs, approval required for governmental programs; preapproval inspection required.
- Licenses are renewed every 2 years; license fee required.
- Fire safety inspection required by the Fire Maintenance Check List initially, at renewal, and if renovating.
- No general liability or professional insurance required.

Regulations

- Space requirements per child: indoor - 50 sq. ft. (for 2 wks. to 2 1/2 yrs.); 35 sq. ft. (for 2 1/2 yrs. and up); outdoor - 1200 sq. ft. with children in attendance more than 5 hours.
- Staff/child ratios: infants - 1:4; 2 1/2 to 3 years old - 1:10; 4 to 5 years old - 1:12; 6 to 12 years old - 1:20; 13 to 17 years old - 1:30; mixed age group (go to lowest age group for ratio).

Unannounced Inspection Policy

- Unannounced visits may occur as part of a complaint investigation or during follow up to previously cited noncompliance when areas of concern include staff ratios, numbers of children, etc.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Non life-threatening violations require only a warning, with the expectation of compliance.
- Center has up to two years with provisional license if moving towards compliance.
- Resource and referral agencies are notified when a center is closed through a copy of licensing print out containing names.
- When complaints are registered against a center, agency responds in person or by phone call to sort out complaint and determine seriousness; have developed guidelines; licensing consultant also handles abuse/neglect rather than protective services.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for center staff is 18; 17 acceptable if satisfactorily completed 1 year vocational-occupational child care training approved by Dept. of Education.

-Compliance with the ADA in staff hiring is enforced and monitored by the Dept. of Labor.

Staff Prescreening

-Center director required to be prescreened by child abuse clearance; TB clearance, criminal records background check, and medical examination required for all staff.

-Fingerprinting, AIDS, HIB and measles immunizations, and drug and alcohol tests not required.

-Conditional hiring for directors prior to results of prescreening is generally not allowed.

-Centers are required to screen center staff for suitability.

-No policies regarding the requirements for temporary substitutes.

Staff Training

-All center staff must be of responsible character and suitable to meet the needs of children; center director required to have preservice education (CDA or 60 semester hours) with 12 hours in child development, child psychology, or early childhood education.

-Annual in-service training not required.

-No special training for infant care, care of children with disabilities, sick child care, or drop in care.

-CPR/first aid not a separate training requirement.

Child Documentation Policy

-Child immunization record, child information card, emergency medical care card, medical examination, and written instructions from parents for any medications are required to be on record.

Child Immunization Policy

-Enrolled children must be immunized, including HIB, as required by DPH; only exception to requirement is for religious beliefs.

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines require pools to be constructed and operated in compliance with Act 368, P.A. 19:78.

-Child/staff ratio is affected: For non-swimmers over 2 1/2, chest height: 1 to 4, above chest height: 1 to 1; For swimmers, 2 1/2 - 3: 1 to 10, 4 - 5: 1 to 12, 6 - 12: 1 to 12.

-The lifeguard is the only individual required to have training by Red Cross, YMCA, or basic lifeguarding.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-Additional regulations for centers which service infants exist.

-There are centers providing care to "infants only." Infant means 2 weeks to 2 1/2 years.

-Data not immediately available for the number of "infant only" centers; very few centers provide care to "infants only."

Overnight Care Programs

-Special regulations include: separate area away from sleeping children where the child can engage in quiet activities; a bed and a mattress with a waterproof covering, of a size appropriate to the age of each child.

-Centers do provide overnight care, but exact number is unknown; very few centers provide overnight care.

School Age Care Programs

-Additional regulations for before and after school programs exist.

Sick Child Care Programs

-No separate regulations for caring for sick children, but anticipate future rules.

Subsidized Child Care Programs

-Is available; contact Day Care Services, (517) 373-0356.

Programs for Children with Disabilities

-No separate regulations.

-Compliance with ADA in providing services to children is enforced and monitored by the Dept. of Labor. P.A. 116 does not give the authority to enforce the ADA Act.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-In offices where staff are located or call central office and will be referred: (517) 373-8300.

Local Contact

-Staff is housed in various counties.

Pending Legislation

-None.

MINNESOTA

Information
Supplied by: Carla Brown
DHS, Division of Licensing
444 Lafayette Rd.
St. Paul, MN 55155
PHONE: (612) 296-3971
FAX: (612) 297-1490

Number and Definition of Regulated Programs

-**1,441** licensed centers.
-Number of licensed centers includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements

-License required; preapproval inspection required.
-Full day program licenses renewed every two years; 1/2 day program licenses renewed every 2 years; base fee for licensing plus amount per child for licensed capacity: $27 plus $3; money goes into the state's general fund.
-Separate inspections required initially by Fire and Health Departments and Building code.
-No general liability or professional liability insurance required.

Regulations

-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratio: infants - 1:4; toddlers - 1:7; preschool - 1:10; school age - 1:15; mixed age groups - ratio for youngest child present.

Unannounced Inspection Policy

-Unannounced monitoring visits occur for annual licensing review, complaint investigations and drop-in/reinspections.

Complaint Procedure

-Various options for negative action are available.
-Nature of complaint determines how long center has to come into compliance.
-Complaints registered against day care centers are investigated, correction action is ordered, and center is reinspected.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center director, teacher, and assistant teacher is 18; minimum age requirement for aide is 16.
-Compliance with ADA in staff hiring involves training sessions.

Staff Prescreening

-Criminal records background check and child abuse clearance required for center staff at initial employment and at center's relicensing.

-Fingerprinting only required if person has a record of crime out of state.
-TB skin test, chest x-ray, medical exam, AIDS test, HIB and measles immunizations, and drug & alcohol tests not required.
-Conditional hiring is allowed.
-Written references are not required.

Staff Training
-Preservice education and/or experience required for day care center directors, lead/head teachers, and assistant teachers; can qualify under a variety of options combining education and experience; only age requirement and orientation for teacher aides; no requirements for the dietician and kitchen staff.
-2% of hours employed required for annual in-service training.
-No special training for infant care, care of children with disabilities, sick child care, or drop in care.
-Teachers and assistant teachers required to be trained in first aid; one person at center must be trained in CPR.

Child Documentation Policy
-Certain documents and records are required for child enrollment, i.e., registration, health summary, immunization, emergency information.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB immunization, which follow Dept. of Health requirements.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Use only when supervised by someone with first aid and CPR; chlorinated pools only.
-Child/staff ratio unaffected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Additional requirements appropriate to infants served.
-There are centers providing care to "infants only," defined as 6 weeks to 16 months.
-State only has a few "infant only" centers, but their database cannot pull out the exact number.

Overnight Care Programs
-Regulations for overnight care are: Requirements for mattresses; separate dressing rooms.
-2 or 3 centers provide overnight care--database cannot pull out exact number.

School Age Care Programs
-Additional requirements appropriate to school age children served.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact the Department of Human Services, Children Services Section, (612) 296-3800.

Programs for Children with Disabilities
-Additional requirements appropriate to ages of children served.
-Compliance with ADA in providing services to children involves offering training sessions on ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-May report to each county's child protection Director; local police; or DHS, Licensing Investigative Unit - (612) 296-3971.

Local Contact
-3 of the 8 licensors live outside metro area and have offices in their homes.

Pending Legislation
-None.

MISSISSIPPI **

Information Supplied by:	Diane Herring, Director Dept./Health, Division/Child Care P.O. Box 1700 Jackson, MS 39215-1700 PHONE: (601) 960-7613 FAX: (601) 960-7948

Number and Definition of Regulated Programs

- **1,460** licensed centers.
- Half-day programs and religiously affiliated centers are included in the number; totals are not complete as some half day programs are still being identified.
- Half-day programs are exempt from certain regulations.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; license fee ranges from $30 - $200; fees are used for program administration.
- Fire safety survey required annually; food service inspection required 2 times a year; building code inspection required only in municipalities with building codes.
- General liability and/or professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: 0 to 11 months - 1:3-5; 1 year olds - 1:7-9; 2 year olds - 1:10-12; 3 year olds - 1:12-14; 4 year olds - 1:14-16; 5 year olds and up - 1:14-20; mixed age groups - ratio required for youngest child in group.

Unannounced Inspection Policy

- Unannounced inspections take place in complaint investigations and as needed if facility has conditional/probational license.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Severity of violation sets limits for length of time center has to come into compliance.
- Resource and referral agencies are notified if a center is closed.
- Complaints registered against a center are responded to.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirements: director - 21; caregiver - 18; caregiver assistant - 16.
- According to agency legal staff, child care facilities comply with ADA as a public entity or facility; this agency does not regulate compliance.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance and criminal background check; measles but not HIB immunization required.
-Fingerprinting not required.
-Center policy sets requirements for TB skin test, chest x-ray, medical examination, AIDS test, and drug and alcohol tests.
-Centers are to require written references.
-Substitutes must meet qualifications for the position.
-No information on conditional hiring policy.

Staff Training

-Preservice education and experience required for center director, lead/head teachers, assistant teachers, and teacher aides; service staff must have the same personal qualifications as required of other staff.
-15 hours in-service training required.
-Director must complete needs assessment and set priorities for infant, children with disabilities, sick child, and drop in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Child Documentation Policy

-No specific state guidelines for child enrollment.

Child Immunization Policy

-Enrolled children must be immunized, including HIB.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Pools must have six foot fences, locked gates and staff be CPR/first aid/life safety certified.
-Child/staff ratio is affected; ratio and lifeguard(s) - number based on age and number of children.

Transportation

-Regulations exist.

Infant Care Programs

-No special regulations.
-No "infant only" centers.

Overnight Care Programs

-Special regulations regarding bathing, sleeping and meals.
-There are 20 "overnight care" centers.

School Age Care Programs

-New regulations for befor and after school programs.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Dept. of Human Services: (601) 354-0341.

Programs for Children with Disabilities
-Separate regulations exist; mainstreaming is recommended.
-In compliance with ADA.

National Life Safety Fire Code
-Has adopted sections addressing child care/educational occupancy
 - mainly prohibit second floor occupancy, etc.

Child Abuse and Neglect
-Call 1-800-227-8000.

Local Contact
-Contact county health departments, public health environmentalist.

Pending Legislation
-None.

** Information not reverified.

MISSOURI

Information
Supplied by: Bill Henderson
Department of Health
Child Care Unit
1728 Plaza - P.O. Box 570
Jefferson City, MO 65102
PHONE: (314) 751-2678

Number and Definition of Regulated Programs

- **1,117** licensed day care centers.
- Number of licensed centers does not include nursery schools or facilities operated by religious organizations.
- No information regarding prekindergartens.

Licensing Requirements

- License required (facilities caring for more than 4 unrelated children); preapproval inspection required.
- No license fee; licenses are renewed every 2 years.
- Separate inspections required every 2 years by the state fire marshall.
- No general or professional liability insurance required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool 1:10; school age - 1:16.

Unannounced Inspection Policy

- Facilities are visited twice per year. Usually, one visit is unannounced; facility may be placed under close supervision and visited more often in some cases.

Complaint Procedure

- Licenses may be suspended when children are in imminent danger. This requires the provider to cease operation immediately. Facilities can be closed by an order of injunctive relief.
- Licenses may be denied or revoked by the director of the Dept. of Health or designee.
- Length of time that center has to come into compliance determined by individual case-by-case basis.
- Complaints against a facility are investigated within 7-30 days, dependent upon the severity of the case.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a facility is 18.
- Compliance with ADA in staff hiring is currently being reviewed for implementation in the licensing rules.

Staff Prescreening

-Prescreening by child abuse clearance required for all staff; TB skin test and a medical exam required for all staff.

-Fingerprinting, criminal records background check, AIDS test, HIB & measles immunizations, and drug & alcohol tests not required.

-No information available on conditional hiring.

-No written references required.

-No information available regarding substitute requirements.

Staff Training

-Preservice education and/or experience varies dependent on the size of the facility.

-12 hrs annual in-service training required for all staff in all types of facilities.

-No special training for infant care, care of children with disabilities, sick child care, or drop-in care.

-No information available regarding CPR/first aid training.

Child Documentation Policy

-Medical examination reports and an individualized plan for children with disabilities must be on file. Reports submitted to the Missouri Department of Health.

Child Immunization Policy

-Enrolled children are required to be immunized, including the HIB immunization. 20% of the facilities are physically monitored for compliance (spot-checks).

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent is required, but does not have to be notarized.

Swimming Pool Policy

-Guidelines include: Swimming and wading pools used by children shall be constructed, maintained, and used in a manner which safeguards the lives and health of the children; both types of pools require water filtration systems; both shall be fenced to prevent access by children, with fence at least 42" high and locked gate. Above-ground pools have 42" fence with barricade to steps of pool deck; children using both pools shall be instructed in water safety and supervised by an adult at all times.

-Child/staff ratios unaffected, remain the same as regular care.

-Staff required to have Red Cross lifesaving training, specifically: an adult with a current lifeguard training certificate, including infant/child CPR, shall be on duty at all times when swimming or wading pool containing a depth of 48" or more of water is being used; an adult who has completed a course in basic water safety, including infant/child CPR, shall be on duty when pool containing less than 48" of water is being used.

Transportation Policy

-Required by licensing rules: permission necessary by parent(s) for field trips, transportation to and from school, and other transportation; permission required for school-age children to leave the facility to participate in classes, clubs, or other activities, naming the activity, time of leaving and returning, and the method of transportation to and from the activity.

Infant Care Programs

-Additional regulations for infant care.

-There are centers that provide care to "infants only," defined as 0 - 2 years of age.

-No information available regarding number of "infant only" day care centers in the state.

Overnight Care Programs

-Special regulations include: facilities providing overnight care on a regular basis must be licensed for that type of care; special effort shall be made by caregivers to individualize care at children's bedtime and awakening, including consultation with parent concerning child's particular behavior patterns at those times; if parents come to pick up their children at various hours during overnight care, room arrangements will take into consideration child's need for undisturbed sleep; toiletry items shall be individually marked with child's name; night-lights located in areas as required by individual children's needs; separate sleeping and dressing areas provided for school-age boys and girls; during sleeping hours, caregivers shall be in close proximity to sleeping areas in order to respond to children needing attention; one caregiver shall be awake at all times; adults on premises limited to staff, parents, or authorized individuals.

-Exact number of centers providing overnight care unavailable.

School Age Care Programs

-No separate rules for school age care.

Sick Child Care Programs

-Proposed rules have been developed but not promulgated.

Subsidized Child Care Programs

-Is available; contact Division of Family Services, P.O. Box 88, Jefferson City, MO, 65103; (314) 751-3124.

Programs for Children with Disabilities

-Center must have a specialized plan on file for children with disabilities; mainstreaming of these children is not required.

-Compliance with ADA in providing services to children is being reviewed currently for implementation in the licensing rules.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-Child Abuse Hotline at 1-800-392-3738.

Local Contact
-Department of Health, Child Care Unit.

Pending Legislation
-None.

MONTANA

Information
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Day Care Specialist
Department of Family Services
P.O. Box 8005
Helena, MT 59604
PHONE: (406) 444-7770
FAX: (406) 444-5956

Number and Definition of Regulated Programs

-200 licensed centers.
-Nursery schools and prekindergartens are not licensed.
-Religiously affiliated centers, if providing "day care" as defined in the state code, must be licensed.

Requirements

-License required; preapproval inspection required.
-No license fee and licenses are renewed annually.
-Separate inspections required annually by Fire & Health Depts.
-Generally liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool - 1:10; school age 1-14.

Unannounced Inspection Policy

-Centers are visited twice a year with one visit unannounced, as staffing permits.

Complaint Procedure

-Policies exist that require immediate closing of a center, if the children are in immediate danger.
-Warning only permitted if children are not in danger of harm.
-Complaints are investigated as first priority & staffing permits.
-Resource and referral agencies notified if a center is closed; list of licensed/registered providers are shared frequently.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 16 for an aide, and 18 for a primary caregiver.
-Compliance with ADA in staff hiring not included in rules; however, facilities are bound simply by ADA itself.

Staff Prescreening

-Child abuse clearance, MMR and DTP, and TB skin test required.
-Criminal records background check questionable: not a DFS requirement, but many centers do it.

-Fingerprinting, chest x-ray, medical examination, and AIDS test are not required.
-Drug and alcohol test can be requested if there is any question.
-HIB immunization not required for staff.
-Conditional hiring is not allowed.
-Written or verbal references are required.
-No policy regarding the use of temporary substitutes.

Staff Training
-Center director, lead/head teachers, and assistant teachers required to have 2 years experience or BA in education or related field plus CPR; AA degree and 1 year experience in child care or CDA or 3 years experience in child care.
-Teacher aides required to have 8 hours on-the-job training; no requirements for dietician and kitchen staff.
-Must have 8 hours of training per year.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/multimedia first aid is separate training requirement.

Child Documentation Policy
-Enrollment forms are required.

Child Immunization Policy
-All enrolled children required to be immunized, including HIB.
-HIB rule has just been implemented and is only required for children under 5 years of age.

Discipline Policy
-No corporal punishment allowed.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Swimming Pool Policy
-Guidelines are the same as for other facilities--must be surrounded by fencing, sanitized, supervision by licensed lifeguard.
-Child/staff ratios remain constant; not affected.
-Staff is required to have Red Cross lifesaving training.

Transportation Policy
-Written consent of parent is required for transporting children; vehicle must have safety restraints fastened when in motion.

Infant Care Programs
-Additional requirements exist for centers which service infants.
-5 centers in the state which provide care to "infants only."
-Age range of infants not provided.

Overnight Care Programs
-Special regulations for overnight care: staff must remain awake; have plans which will provide for personal safety; offer a nutritious meal.
-5 to 10 centers provide overnight care.

School Age Care Programs

-Shall supplement and augment the child's activities at school and home; supervision for pursuits in crafts, sewing, etc.; provisions for outside activities; children to participate in making rules; parental involvement.

Sick Child Care Programs

-Though not yet regulated, they are in the process of developing regulations.

Subsidized Child Care Programs

-Available through JOBS Transitional Care, Block Grant Sliding Fee Scale, At-Risk Day Care, and self-initiated (AFDC training); contact Department of Family Services: (406) 444-5900; or Social and Rehabilitative Services: (406) 444-4545.

Programs for Children with Disabilities

-Compliance with ADA in providing services to children follows Dept. policy that cannot restrict care; CCDBG funds can assist with building accommodations.

National Life Safety Fire Code

-State has not adopted code, but the Fire Department has jurisdiction.

Child Abuse and Neglect

-Contact local Department of Family Services office.

Local Contact

-Licensing staff located in district offices throughout the state.

Pending Legislation

-Changing the definition of educational facility to only provide program for children 3 and older.

NEBRASKA

Information
Supplied by: Pat Urzedowski, Asst. Administrator
Child Care and Development
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
PHONE: (402) 471-9431
FAX: (402) 471-9455

Number and Definition of Regulated Programs

- **603** (as of 10-31-93) licensed centers, prekindergartens and religiously affiliated centers.
- Preschools/nursery schools are regulated separately, but if a preschool program is offered in addition to caring for children, the program is licensed as a center.
- Centers are defined as 13 or more children.

Requirements

- License required if you care for 4 or more children at any one time; preapproval inspection required by Dept. of Social Services, Fire Marshall and State Health Dept.
- License is for 2 years; fee is $25 for less than 30 children and $50 for 30 or more children; fees go to the general fund.
- Separate inspections required every 2 years by Health and Fire Departments.
- General liability and professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:6; preschool (3 years) - 1:10; preschool (4-5 years) - 1:12; school age - 1:15; mixed age groups - center wide ratio count.
- CPR and first aid are separate preservice and/or in-service training requirements; one person with CPR and first aid must be present at all times.

Unannounced Inspection Policy

- Unannounced inspections occur at mid-term in licensing period, at renewal and when complaints are registered.

Complaint Procedure

- Policy for an immediate closing of a day care center called "Emergency Orders" for situations which pose immediate threat.
- All other regulation violations require recompliance within 30 days or shorter.
- Child Care Assistance is notified if a center is closed or in serious non-compliance if that center is contracted with them;

resource and referral agencies are notified as well as Child and Adult Care Food Program.
-Response within 5 days for complaints against licensed centers; 10 days for unlicensed ones.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Center director and teachers must be at least 19 years old; other support staff - 16 years old.
-Compliance with ADA in staff hiring is in the process of being revised in the regulations.

Staff Prescreening

-Prescreening tests required at the time of hiring: child abuse clearance and medical exam required.
-Voluntary criminal records background disclosure statement.
-Fingerprinting, TB skin test, chest x-ray, AIDS, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-Three written non-relative references are required for the licensee; 2 for teachers and assistant teachers.
-No policy regarding the requirements for the use of substitutes.

Staff Training

-Preservice education and/or experience is required for day care center directors, lead/head teachers, assistant teachers, and teacher aids. Not required for the dietician and kitchen staff.
-Twelve clock hours in-service training is required annually.
-No special training is required for infant care, care of children with disabilities, sick child care or drop-in care (pending revision of the regulation).

Child Documentation Policy

-No state guidelines for child enrollment; child's records must include name of parent(s), address, phone number, emergency contacts, etc.

Child Immunization Policy

-Immunization of all children in child care required, including HIB immunization.

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written form required, but does not have to be notarized.

Swimming Pool Policy

-Guidelines include: All centers with swimming pools on the center premises shall comply with the Nebraska Swimming Pool Act and its subsequent rules and regulations. Centers using swimming pools not on center premises shall determine that the pool is licensed by the Department of Health; if the depth of the water in the pool is over 4 feet, a person who has satisfactorily completed a senior course in life-saving sponsored by the Red Cross, Boy Scouts, Girl

Scouts, YWCA, YMCA, or an institution of higher learning, shall be on duty at all times the pool is in use; the wading/swimming pool must be inaccessible to children in care when not in use by the center; the center shall not use natural bodies of water for swimming or wading activities.

-When a swimming or non-portable pool is in use (except in the case of organized swimming lessons), the following staff/child ratio must be maintained: For number of children with water not over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 2; 3 yrs. to kindergarten - 1 to 5; first grade and up - 1 to 8. For number of children with water over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 1; 3 yrs. to kindergarten - 1 to 3; first grade and up - 1 to 5.

-Staff member not required to have Red Cross lifesaving training. Pool lifeguard fulfills that requirement.

Transportation Policy

-Children must be in proper safety restraints, not exceeding the capacity seating of the vehicle, and with doors locked.

Infant Care Programs

-Additional requirements within the day care center regulations.

-There are no "infant only" centers.

Overnight Care Programs

-The special regulations for overnight care follow state and local fire codes regarding emergency lighting, etc.

-Approximately 50 centers provide overnight care.

School Age Care Programs

-No special regulations.

Sick Child Care Programs

-No special regulations.

Subsidized Child Care Programs

-Subsidized child care available at local and district offices.

Programs for Children with Disabilities

-No special regulations.

-Compliance with ADA in providing services to children is currently in the process of being revised in the regulations.

National Life Safety Fire Code

-Has been adopted.

Child Abuse and Neglect

-Call 1-800-652-1999 to report suspected cases of child abuse or neglect.

Local Contact

-The local contact offices are the delegated authorities for fire marshall and health departments.

Pending Legislation

-New legislation (LB 510): Provisional license be issued to all newly licensed child care providers; Probationary license be issued when program is in serious non-compliance. If there is no serious risk to safety or children or staff and plan of correction is developed for full compliance within six months; Operating license be issued to existing providers who are in full compliance; and Posting of all child care licenses.

NEVADA **

Information
Supplied by: Patricia J. Hedgecoth
Chief of Licensing
Bureau of Services for Child Care
711 E. Fifth Street
Carson City, NV 89710
PHONE: (702) 687-5911

Number and Definition of Regulated Programs

- **320** licensed centers.
- Number of regulated programs includes preschools/nursery schools, prekindergartens and centers serving children with disabilities.
- No information about religiously affiliated centers.

Requirements

- License required; preapproval inspection is required.
- Licenses are renewed annually; license fee for 13-50 children is $100; for 51-100 children - $150; for 101-150 children - $200; for 151-200 children - $250; for more than 200 children - $300.
- Fire safety, building code, and sanitation inspections required annually.
- General liability insurance required; professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 37 1/2 sq. ft.
- Staff/child ratios varies depending on age of children; whenever one or more infants or toddlers are being cared for in a child care center, the licensee must have at least one caretaker on duty who is designated to provide that care.

Unannounced Inspection Policy

- Biannual unannounced inspections.

Complaint Procedure

- No policies that require immediate closing of a center.
- Some policies require only a warning, dependent of complaint.
- Length of time center has to come into compliance depends on complaint.
- Resource and referral agencies notified in writing if center is closed.
- Complaints registered against centers are responded to within 3 working days, or 24 hours if severe.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 16.
- No information available regarding ADA in staff hiring.

Staff Prescreening

-Fingerprinting and criminal records background check is required every 6 years for center staff; child abuse clearance is checked annually; TB skin test is required every 2 years; chest x-ray is required if needed.
-Medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is allowed for center staff and the director, if the center is not new.
-3 written references required for director; written references not required for the rest of center staff.
-Background checks, first aid, and TB screening required for temporary substitutes.

Staff Training

-Combination of preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides; no requirements for the dietician and kitchen staff.
-3 hours annual in-service training required for center staff.
-Director is required to have special training in infant care, sick child care and care of children with disabilities, if provided.
-First aid is a separate preservice/in-service requirement.

Child Documentation Policy

-Center must maintain record for each child enrolled.

Child Immunization Policy

-Enrolled children must be immunized, including HIB immunization.

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines for swimming pools are regulated by the Health Authority - No pools in centers exist to date.
-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-Separate regulations for centers which service infants exist.
-There are centers that provide care to "infants only," defined as 0 - 2 years.
-There are 4 "infant only" centers in the state.

Overnight Care Programs

-No special regulations.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Child Care Programs
-Is available; contact Welfare Division (702) 687-4760 or DHR Child Care Block Grant Office (702) 684-4400.

Programs for Children with Disabilities
-Separate regulations exist.
-No information available regarding ADA in providing services to children.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-992-5757.

Local Contact
-Las Vegas.

Pending Legislation
-None.

** Information not reverified.

NEW HAMPSHIRE

Information
Supplied by: Sharon Lee, Licensing Supervisor
BCC Standards and Licensing
6 Hazen Drive
Concord, NH 03301
PHONE: (603) 271-4523
FAX: (603) 271-3745

Number and Definition of Regulated Programs

- -714 licensed centers.
- -This number includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements

- -License required; preapproval inspection required.
- -Licenses are renewed every 3 years; no licensing fee.
- -Fire safety and building code inspection required once every 3 years; licensing or monitoring inspection required annually.
- -No general liability or professional liability insurance required.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.; for 1/3 of the Agency's licensed capacity; the number of children using the play area at one time does not exceed the number square footage for at the rate of 50 sq. ft. per child.
- -Staff/child ratios: 6 wks. to 12 mos. - 1:4; 13 mos. to 24 mos. - 1:5; 25 mos. to 35 mos. - 1:6; 36 mos. to 47 mos. - 1:8; 48 mos. to 59 mos. - 1:12; 60 mos. and older - 1:15; mixed age groups - ratio based on average age of group.
- -Must have at least one person on the premises during operating hours trained in CPR for infants and children and First Aid.

Unannounced Inspection Policy

- -Most receive one unannounced monitoring visit in 3 years.
- -Unannounced visits are made when investigating complaints.

Complaint Procedure

- -Laws that require immediate closing of a center exist.
- -Time center has to come into compliance depends on the violation.
- -Parents and resource and referral agencies are informed by letter on the day the center or home is closed, after appeals have been exhausted.
- -Complaints that are registered against a center are responded to on the same day if it is a serious complaint; complaints that involve unlicensed agencies are investigated within 1 week; licensed agencies investigation must be completed within 30 days.

Staff Qualifications

- -No state recommended salary schedule for center staff.

-Minimum age requirement for child care workers is 18; aides must be at least 16; no age limitation for teachers and directors.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening

-Center staff required to be prescreened by child abuse clearance, criminal background check, TB skin test, and medical examination; not required are fingerprinting, AIDS, drug and alcohol tests.
-No information provided about measles of HIB immunization.
-Conditional hiring allowed for 60 days.
-Written references are only required for center staff when there is a questionable background.
-A temporary substitute who does not meet the education/experience requirements for the position may not work more than 30 consecutive days.

Staff Training

-Directors required to have an Associates Degree; lead/head teachers 12 college credits; child care workers 6 college credits; no requirements for teacher aides or dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-No specific state guidelines for child enrollment; however, no child may be enrolled who is under 6 weeks old.

Child Immunization Policy

-Enrolled children are required to be immunized on the first day of attendence; some exemptions are allowed.
-No information regarding HIB.

Discipline Policy

-Corporal punishment is prohibited. Discipline must be positive and teach the child to be self-disciplined.

Emergency Medical Consent Policy

-Written consent is required, but it does not have to be notarized.

Swimming Pool Policy

-No information provided.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-Separate regulations exist for centers which service infants.
-No information provided on "infant only" center.

Overnight Care Programs

-No information provided.

School Age Care Programs
-Separate regulations exist for before and after school programs.

Sick Child Care Programs
-None in New Hampshire.

Subsidized Child Care Programs
-Is available; contact Division of Human Services at (603) 271-4381 or Division of Children Youth Services at (603) 271-4248.

Programs for Children with Disabilities
-Center required to have on going consultation with parents, physician or other professionals and written information regarding meeting child's individual need.
-No information provided regarding compliance with ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-No information provided.

Local Contact
-No local contact offices; licensing is centralized.
-Call (603) 271-4624.

Pending Legislation
-None.

NEW JERSEY

Information
Supplied by: Richard Crane, Chief
DYFS - Bureau of Licensing
CN 717
Trenton, NJ 08625
PHONE: (609) 292-1018
FAX: (609) 292-6976

Number and Definition of Regulated Programs

-**2,350** licensed centers.

-Center is defined as 6 or more children under 13 years of age who attend for less than 24 hours a day.

-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number; however, certain religiously affiliated centers operating prior to May, 1984, are "grandfathered" and permitted to receive a Certificate of Life/Safety Approval instead of a license. Centers operating for eight weeks or less are also permitted to receive a Certificate.

Requirements

-License required; preapproval inspection required.

-License is renewed every 3 years; fee varies by center capacity: 6-15 $100; 16-30 $125; 31-60 $150; 61-100 $175; 101 and up $200; money goes to General State Treasury Fund.

-Separate inspections required yearly by local Fire and Health Departments; building code inspection required once, to secure a Certificate of Occupancy.

-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for centers operating since 1989; 30 sq. ft. for centers in existence before 1989; outdoor - 150 sq. ft. minimum, plus 30 sq. ft. per child when more than 5 children use the space.

-Staff/child ratios: 0 to 18 months - 1:4; 18 months to 2 1/2 years - 1:7; 2 1/2 to 4 - 1:10; 4 to 5 - 1:15; 6 and school-age - 1:18 (proposed).

-CPR/first aid not required; current requirements recommend that a person with CPR training be at the center.

Unannounced Inspection Policy

-All inspections are unannounced, including initial, renewal, complaint and follow-up.

Complaint Procedure

-Policies exist that allow for immediate closing of a center in case of imminent or life threatening hazards - contact local code officials; contact parents; seek court to get injunction; send DYFS licensing staff to the center to make sure that the center complies with closing.

-Length of time center has to come into compliance depends on nature of infraction.
-Resource and Referral agencies are sent monthly licensing status reports on all centers, including centers that close and new ones that open.
-When complaint against a center is registered, written report is sent to centers after investigation is completed, follow-ups as necessary.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 14 for early childhood programs and 16 for school-age child care programs; 14 to 17 year olds must be directly supervised by an adult.
-Compliance with ADA in staff hiring involves encouraging centers to hire staff members with disabilities. New centers are advised they must comply with barrier-free building codes.

Staff Prescreening
-Staff required to be prescreened by skin test for TB (or chest x-ray) and medical examination; statement is required regarding whether convicted of a crime.
-Fingerprinting, child abuse clearance, criminal records background check, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-2 written references (or verbal references documented) required.
-Centers required to have a substitute system.

Staff Training
-Preservice education and/or experience required for center directors, group teachers, lead/head teachers, and school-age child care program supervisors; no preservice education or experience required for assistant teachers, teacher aides, or the dietician and kitchen staff.
-While staff are required to have training, there is no requirement for annual in-service training.
-No special training required for infant care, care of children with disabilities, or drop in care; sick child care special training required for each new staff member upon beginning work at the center and for all staff members annually.

Child Documentation Policy
-Specific documentation for child enrollment includes parents' home and work contacts, emergency contacts, permission for emergency medical treatment, and receipt of information to parents statement. Also, a child must meet certain health requirements.

Child Immunization Policy
-Enrolled children not required to have HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines for swimming pools include center compliance with building, health, and safety codes for pools at least 24" deep.
-Child/staff ratio not affected.
-One staff member required to have Red Cross lifesaving training or equivalent certification for pools at least 24" deep.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-More stringent staff/child ratios and sanitation procedures exist.
-There are centers providing care to "infants only," defined as under 2 1/2 years of age.
-There are 18 "infant only" centers in the state.
-620 other centers statewide are licensed to serve both infants and pre-schoolers.

Overnight Care Programs

-Special regulations for overnight care address bedtime schedules, evening activities, sleeping equipment and sleeping garments.
-16 centers provide overnight care.

School Age Care Programs

-New state law went into effect in March 1993, requiring licensing of school-age child care programs.
-Regulations are being developed by the Division of Youth and Family Services in consultation with a Citizens Ad Hoc Advisory Committee.

Sick Child Care Programs

-Detailed requirements for programs for caring for sick children, whether the program services sick children exclusively or serves sick children as a component of a regular program.

Subsidized Child Care Programs

-Is available; contact Division of Youth and Family Services: (609) 292-8408.

Programs for Children with Disabilities

-More stringent ratios exist for ambulatory and non-ambulatory children with disabilities.
-Compliance with ADA in providing services to children involves encouraging centers to admit children with disabilities.

National Life Safety Fire Code

-New Jersey uses its own Uniform Fire Code (NJUFC).

Child Abuse and Neglect

-Contact 24 hour hotline: 1-800-792-8610. Also, in each county there is at least one phone number for a field office that will respond to cases during normal business hours.

Local Contact
-No local contact offices within the state.

Pending Legislation
-None.

NEW MEXICO

Information Supplied by:	Stephen M. Borland, Chief Child Care Licensing Bureau Children, Youth & Families Dept. P.O. Drawer 5160 Santa Fe, NM 87502 PHONE: (505) 827-7687 FAX: (505) 827-9978

Number and Definition of Regulated Programs

- **470** licensed centers, which includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; fee is $55.00; fees goes into State General Fund.
- Initial building code inspection required; separate inspections required annually by Sanitation and Fire Departments.
- No general or professional liability insurance required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft., 20% of the licensed capacity.
- Staff/child ratios: infants - 1:6; toddlers - 1:6; preschool - 1:12; school age - 1:15; mixed age groups - same as youngest children present.

-Unannounced Inspection Policy

- All receive unannounced monitoring visits except for the initial pre-opening survey.

Complaint Procedure

- Immediate closing of a center results in license suspension without prior hearing.
- The seriousness of problem determines whether or not it only requires a warning; length of time that center has to come into compliance determined by the seriousness of deficiency.
- Resource and referral agencies notified when a center is closed.
- Local offices respond within time limits from a protocol when a complaint is registered against a day care center.

Staff Qualifications

- Minimum age requirement for working in a center is 18.
- No state recommended salary schedule for center staff.
- Temporary substitutes must meet same requirements as staff.

Staff Prescreening

-Prescreening tests required at the time of hiring: fingerprinting, child abuse clearance, criminal background check, and TB skin test; chest x-ray required if necessary.
-Medical examination, AIDS, drug and alcohol test not required.
-Conditional hiring is allowed prior to results of prescreening; no fixed time per FBI clearance.
-Three written references are required from previous employers.

Staff Training

-Preservice education is required for day care center directors. It is not required for lead/head teachers, assistant teacher, teacher aides, or the dietician and kitchen staff.
-24 hours in-service training is required annually.
-Special training required for care of children with disabilities and sick child care; no special training required for infant or drop-in care.
-First aid is required in addition to training hours.
-CPR recommended.

Child Documentation Policy

-Specific state guidelines for child enrollment exist.

Child Immunization Policy

-Enrolled children required to be immunized by NM Dept. of Health, including HIB immunization.

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Pools must be regulated and inspected; have permit from the Environment Department.

Transportation Policy

-Transportation of children regulations cover basic safety, seatbelts.

Infant Care Programs

-Separate regulations for centers which service infants are incorporated into general regulations.
-No "infant care only" centers.

Overnight Care Programs

-Special regulations for centers which provide overnight care, especially staff and equipment requirements.
-Are less than 24 hours.
-There are 3 centers which provide overnight care.

School Age Care Programs

-Separate regulations in addition to core day care standards.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Social Services Division, P.O. Drawer 5160, Santa Fe, NM 87502; (505) 827-8400.

Programs for Children with Disabilities
-Separate regulations exist; mainstreaming not required.

National Life Safety Fire Code
-Has been adopted as it pertains to child day care.

Child Abuse and Neglect
-Call (505) 827-8400.

Local Contact
-Offices located in Santa Fe, Albuquerque, Las Cruces, and Roswell.

Pending Legislation
-None.

NEW YORK **

Information
Supplied by: Jo Ann Freidell, Director
Bureau of Early Childhood Services
Department of Social Services
40 North Pearl Street
Albany, NY 12243
PHONE: (518) 474-9324
FAX: (518) 474-9617

Number and Definition of Regulated Programs

-**4,073** licensed centers.

-Number includes those nursery/preschools/prekindergartens and religiously affiliated centers which meet the definition of a child day care center and therefore are required to be licensed.

Requirements

-License required; preapproval inspection required. Licensing is mandatory. Programs not required to license may do so voluntarily. Nursery schools can also register voluntarily with the New York State Department of Education.

-Licenses are renewed at least every 2 years; no license fee.

-Fire safety inspection required annually; building code inspection required initially and with change of usage or expansion; zoning approval required at initial licensure; health, fire detection system, and heating system inspections required at initial licensure and renewal; test of private water supply required at initial licensure and renewal.

-General liability insurance required; professional liability insurance not required.

Regulations (New York City has separate regulations.)

-Space requirements per child: indoor - 35 sq. ft. and additional space for cribs; outdoor - adequate for outdoor play.

-Staff/child ratios: 6 weeks to 1 1/2 years - 1:4; 1 1/2 years to 3 years - 1:4 or 1:5; 3 years - 1:6 or 1:7; 4 years - 1:7 or 1:8; 5 years - 1:8 or 1:9; 6 years to 10 years - 1:10; 10 years through 12 years - 1:15; Ratio varies with group size.

Unannounced Inspection Policy

-The Department is authorized by law to make unannounced and announced inspections of the records and the premises of any child day care provider.

Complaint Procedure

-There are policies on immediate closing of a child day care center (suspension of license) upon finding that the public health or a child's safety is in imminent danger.

-For all other violations, the Department must advise the child day care provider in writing of the violations within 10 days and require the provider to correct the violations. If the provider

fails to correct the violations within 30 days after notice, the Department may begin enforcement action.
-Resource and referral agencies are notified when a child day care center is closed.
-When a complaint is registered against a child day care center, which if true would indicate a violation of statute or regulation, to the maximum extent possible, an unannounced site inspection must be made within 15 days or the next day in the case of imminent danger.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a child day care center is 16 years; no person under 18 years of age is permitted to be left alone to supervise a group of children.
-Compliance with ADA in staff hiring means that child day care centers must comply with all applicable state and federal laws relating to equal employment opportunities.

Staff Prescreening
-Staff required to be prescreened by child abuse and maltreatment clearance; TB skin test (or chest x-ray), and medical examination must be performed biennially; only attestment by the applicant required for criminal records background check.
-Fingerprinting, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required for child day care center staff.
-Conditional hiring prior to results of child abuse and maltreatment clearance is allowed but no contact with children is permitted without direct supervision by staff members already cleared.
-3 references required, including at least one personal reference and at least one employment reference.
-Substitutes must be screened for any record on the statewide central register as the subject of an indicated child abuse or maltreatment report. New legislation permits child care resource and referral agencies to screen child day care center substitutes for child abuse and maltreatment.

Staff Training
-Preservice education and experience required for child day care center program director and heads of group. Preservice education or experience required for assistants to the heads of group.
-15 hours biennial in-service training required for staff.
-Heads of group for children 6 weeks to 3 years of age required to have special training for infant care; special training for care of children with disabilities required as needed; sick child care and drop in care are not a regulated category.
-CPR/first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy
-There are specific regulatory requirements for the admission of children, including medical examination, immunizations, parental consents, and exchange of information.

Child Immunization Policy

- All enrolled children are required to be immunized, including HIB.

Discipline Policy

- Corporal punishment and humiliating or frightening methods of control and discipline are prohibited.

Emergency Medical Consent Policy

- Written parental consent is required at the time of admission, but signatures are not required to be notarized.

Swimming Pool Policy

- Guidelines include: pools must be constructed, maintained, staffed, and used in such a manner as will safeguard the lives and health of children and must be operated in accordance with all state and local laws; pools operated by child day care centers must be barricaded.
- Child/staff ratio is affected to fit the state health code requirement.
- Staff required to have Red Cross lifesaving training under the state health code requirement.

Transportation Policy

- Regulations governing transportation focus on parental consent and on the safety of children beyond the routine requirements for motor vehicles in New York State.

Infant Care Programs

- There are some special provisions for the care of children under the age of 3 years in the areas of diapering, feeding, program, staff training and preservice experience, equipment and space. A registered nurse must visit the center to instruct staff on the care of infants and toddlers.
- There are centers that provide care to "infants only," defined as 6 weeks to 18 months or 3 years.
- There are a limited number of "infant only" centers in the state.

Overnight Care Programs

- Special regulations for overnight care are currently under study.
- No centers provide overnight care.

School Age Programs

- There are separate regulations for before and after school programs, termed school-age child care programs in New York State, which may also operate during the summer and school holidays and vacations.

Sick Child Care Programs

- Child day care center regulations include requirements for the care of children who become ill at the center. Children with contagious or communicable disease cannot be admitted. Regulations for the care of mildly ill children and moderately ill children are currently under consideration.

Subsidized Child Care Programs

-Subsidized child care is available in New York State. For information contact George Ciezkowski, Bureau of Early Childhood Services, New York State Department of Social Services, 40 North Pearl Street, Section 11-B, Albany, New York 12243, telephone: (518) 474-9324.

Programs for Children with Disabilities

-There are no separate regulations but provision must be made to address the child's individual needs. A child day care center may not refuse to admit a disabled child who otherwise is eligible for admission if a space is available, the child could benefit from participation in the program and reasonable modifications can be made in the premises and/or program to accommodate the child. This is in compliance with the ADA in providing services to children.

National Life Safety Fire Code

-Parts of the National Life Safety Fire Code are referenced in the New York State Uniform Fire Prevention and Building Code.

Child Abuse and Neglect

-Call 1-800-342-3720 to report suspected cases of child abuse or maltreatment.

Local Contact

-7 regional offices license child day care centers.

Pending Legislation

-None.

** Information not reverified.

NORTH CAROLINA

Information
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Division of Child Development
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Number and Definition of Regulated Programs

-**3,353** licensed day care centers.

-If a nursery school, prekindergarten or religiously affiliated center meets the definition of day care and is required to be licensed, it is included in the number.

Requirements

-License required; preapproval inspection required.

-Licenses are renewed annually; no license fee; the State Department of Revenue collects a privilege license tax based on licensed capacity.

-Fire safety inspection required initially and annually thereafter; building code inspection required initially and when major renovations are done; sanitation inspection required initially and twice annually.

-General and professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 25 sq. ft. minus halls, closets, bathrooms; outdoor - 75 sq. ft. with a minimum of space for 30 children.

-Staff/child ratios: up to one year old - 1:5; 1 to 2 year olds 1:6; 2 to 3 year olds - 1:10; 3 to 4 years old - 1:15; 4 to 5 years old - 1:20; 5 year olds - 1:25.

-CPR and first aid are required so that there is always at least one person present during operating hours who has child CPR certification and has successfully completed a course in basic first aid in the last 3 years; may be counted as in-service.

Unannounced Inspection Policy

-At least once per year and whenever a complaint is filed; this is in addition to announced renewal visits.

Complaint Procedure

-No policies that require immediate closing of a center; summary suspension of a license is an option, which would mean immediate closure unless a stay was obtained; a hearing is required 5 days after suspension is ordered.

-Violations that have been corrected and/or have not occurred previously require only a warning.

-Resource and referral agencies are not notified when a center is closed; automated system is in process of being set up to link this office with them.

-When a complaint is registered against a center, a consultant must investigate within 30 days after receiving the complaint and take appropriate action; for abuse/neglect, mandated response time is within 7 days for child care licensing agency; Dept. of Social Services must respond within 3 days for abuse/neglect in child care setting.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for operator, director/administrator - 21 years old; minimum age requirement for teacher - 18 years old; minimum age requirement for teacher's aide - 16 years old.

-All programs must comply with ADA in staff hiring. State provides technical assistance, but does not monitor.

Staff Prescreening

-Center staff required to have either TB skin test or chest x-ray initially and annually thereafter; initial medical examination required and annual health questionnaire must be completed.

-Staff not required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, AIDS test, HIB and measles immunizations, or drug and alcohol test.

-No one convicted of child abuse or neglect or moral turpitude may work in child care. Records are checked only when reason to believe necessary.

-No written references required for center staff.

-Temporary substitutes at a minimum must be 16 years old and literate. If 16 and 17, must work under direct supervision of a qualified teacher.

Staff Training

-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.

-Annual in-service training required for center staff; number of hours of training depends on education/experience of staff person.

-No special training for infant care, care of children with disabilities, sick child care, and drop in care.

Child Documentation Policy

-No specific state guidelines for child enrollment.

Child Immunization Policy

-Enrolled children must be immunized, including HIB immunization; exemptions for religious beliefs.

Discipline Policy

-Corporal punishment is not allowed. Exception: church operated/religious sponsored facilities may spank children with parents permission when spanking is deemed part of religious beliefs of church/denomination. Center must have written discipline policy.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines for swimming pools are as follows: (a) Except as provided in (b) of this Rule, when children participate in swimming or other aquatic activities, a person who has a current life saving certificate, issued by the Red Cross or other issuing entity approved by the Section, appropriate for both the type of body of water and type of aquatic activities shall be present to supervise the children in or near the water and shall not be counted in the staff/child ratio; (b) A person with lifeguard certification is not required when there are no more than 12 children present and the body of water has no portion deeper than 30 inches and the total surface area is not more than 400 square feet. The children shall be supervised by at least one adult who is certified to perform cardiopulmonary resuscitation appropriate for the ages of children in care; (c) The staff/child ratios set forth in G.S. 110-91(7) shall be maintained whenever children participate in swimming activities, including swimming instruction; (d) Any swimming pool deeper than 18 inches which is located on the day care center premises shall be enclosed by a fence and must be separated from the remaining outdoor play area by that fence.

-Based on above information, a staff member required to have lifesaving training could be the individual mentioned in (a) - as long as the staff member not counted in child/staff ratio.

Transportation Policy

-Vehicles must meet state safety inspection standards; driver must have license for type of vehicle being driven; staff/child ratio must be maintained; appropriate child restraints must be used.

Infant Care Programs

-Separate regulations for centers which provide care to infants, such as nutrition, ratios, activities, staff interactions and equipment.

-There are centers that provide care to "infants only," defined as under age 3.

-The number of "infant only" centers in the state is unknown.

Overnight Care Programs

-Special regulations include some building code requirements, such as lighted exit signs, and some variances regarding activities and mealtimes. Also must have beds or cots with 4" mattresses.

-Exact number of centers providing overnight care unknown.

School Age Programs

-Specific regulations for activities and ratios for school-age children exist.

Sick Child Care Programs

-Separate regulations for caring for mildly-ill children.

Subsidized Child Care Programs

-Any licensed center may provide subsidized care if selected by parent.

Programs for Children with Disabilities

-The Division of Mental Health, Mental Retardation, and Substance Abuse Services certifies programs for developmentally disabled children.

-All centers must comply with ADA in providing services to children. State provides technical assistance, but does not monitor.

National Life Safety Fire Code

-Has been adopted.

Child Abuse and Neglect

-Contact Christine Carroll at the Division of Child Development, (919) 733-4801.

Local Contact

-No local contact offices; consultants work out of their homes.

Pending Legislation

-Proposed criminal record background checks for all day care staff.

NORTH DAKOTA **

Information
Supplied by: Corinne Shock
Children and Family Services
Department of Human Services
State Capitol Building
Bismarck, ND 58505-0268
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FAX: (701) 224-2359

Number and Definition of Regulated Programs

-**67** licensed centers.
-Religiously affiliated centers are included in this number, but nursery schools and prekindergartens are not.

Requirements

-License required; preapproval inspection not required.
-Option for one or two year license; same number of visits occur.
-License fee is used for salaries of licensing staff, fringes, milage, training of licensing staff and providers.
-Fire safety, Building Code and Health and Sanitation inspections required annually.
-General liability insurance required; professional liability insurance not required.

Requirements

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: up to 24 months - 1:4; 2 year olds - 1:5; 3 year olds - 1:7; 4 year olds - 1:10; 5 year olds - 1:12; 6-12 year olds - 1:18.
-A staff member who meets current certification requirements in basic CPR is required to be on duty at all times when children are receiving care.

Unannounced Inspection Policy

-Some monitoring visits are unannounced.

Complaint Procedure

-No policies that require immediate closing of center - would depend on the circumstances.
-Center has 20-60 days to come into compliance depending on the violation.
-Resource and referral agencies notified when a center is closed; upon revocation of a license, the information is public.
-Abuse and Neglect reports handled by Protective Services; Rule Violations are handled by licensing staff; on site visits occur.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Child care worker must be at least 14 years of age; parental

consent required between 14-16; no person under 18 can be left without adult supervision.
-With regard to staff hiring, centers are provided information about compliance with ADA.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance; fingerprinting is optional.
-Criminal background check, TB skin test, chest x-ray, medical examination, AIDS test, and drug and alcohol tests are not required - self certification form is used.
-Measles and HIB immunization not required for staff.
-Conditional hiring is not allowed.
-No written references required.
-Backup staff have background checks for abuse and neglect and must be trained to center operations.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, and assistant teachers - must meet minimum standards; no requirements for teacher aides, or the dietician and kitchen staff.
-10 hours annual in-service training required.
-No special training for infant, care of children with disabilities, or sick care.

Child Documentation Policy
-Child health forms, child immunization forms, and a child information form are provided by parents to provider.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB.

Discipline Policy
-Children must not be subjected to physical harm or humiliation. No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by caregiver or any other adult in the center.
-Discipline must be constructive or educational in nature and may include diversion, separation from problem situation, talk with child about the situation, praise for appropriate behavior, and gentle physical restraint such as holding.
-Verbal abuse or derogatory remarks about the child, the child's family, race, religion, or profane, threatening, or abusive language may not be used when addressing children or in the presence of children.
-Separation, when used as a discipline, must be brief and appropriate to the child's age and circumstances, and the young child must be in a safe, lighted, well-ventilated room within hearing of an adult.
-No child may be physically punished for lapses in toilet training and deprivation of meals may not be used as a form of discipline or punishment.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-All swimming pools must be approved by the State Department of Health and Consolidated Laboratories, Division of Water Supply and Pollution Control.
-Operational practices for staff governed by that agency.
-Center child/staff ratio not affected.

Transportation Policy
-Center operator shall establish a written policy governing the transportation of children to and from the child care center, if the center provides transportation. Such a policy shall specify who is to provide transportation and how parental permission is to be obtained for special field trips and related activities which occur outside the child care center.
-When center provides transportation, parents shall be informed of any insurance coverage on vehicles.
-All vehicles must meet state operational requirements.

Infant Care Programs
-Special additional regulations exist.
-"Infant only" centers exist, but no information available on the number.

Overnight Care Programs
-Special additional regulations exist.
-Some centers do provide overnight care, but no information available on the number.

School Age Care Programs
-Special additional regulations for before and after school programs exist; further rules are now being developed.

Sick Child Care Programs
-No information available.

Subsidized Child Care Programs
-AFDC/Transitional/Protection Service and Crossroad - child care for adolescent parents to continue their education.
-Child Care Assistance Program (CCDBG); also Prime Time (for families at risk).

Programs for Children with Disabilities
-Special additional regulations exist.
-Centers provided with information regarding compliance with ADA.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call the local county social service office.

Local Contact
-Contact county social services for licensing issues.

Pending Legislation
-None.

** Information not reverified.

OHIO **

Information
Supplied by: M. Pauline Hosenfeld, Chief
Child Day Care Licensing Section
Department of Human Services
65 E. State Street, 5th Floor
Columbus, Ohio 43215
PHONE: (614) 466-3822
FAX: (614) 466-0164

Number and Definition of Regulated Programs

-**3,324** licensed centers.
-Nursery schools and preschools are licensed the same as full day programs; some school-operated programs are regulated by ODE.
-Number of licensed centers includes nursery schools, prekindergartens and church affiliated centers.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every two years; initial fee is $100, renewal fee is $50; goes to state's general treasury fund.
-Fire safety inspection and health (food service license) are required annually; building code inspection required once initially.
-General and professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.
-Staff/child ratios: infants - 1:5 & 1:6; toddlers - 1:7 & 1:8; preschool - 1:12 & 1:14; school age - 1:18 & 1:20; mixed age - age of youngest child determines the staff ratio of the group.

Unannounced Inspection Policy

-At least one of the two mandated monitoring visits must be unannounced; both may be.

Complaint Procedure

-No policies that require immediate closing of a day care center.
-No policies that require only a warning; a reasonable period of time given for a center to come into compliance.
-Resource and referral agencies are notified of center closings by staff contact.
-Complaints against a center are prioritized and investigated.

Staff Qualifications

-Minimum age requirement for working in a center is 18, unless student is in vocational child care program.
-Substitutes must meet all requirements of staff members.
-No information available regarding ADA in staff hiring.

Staff Prescreening

-Each staff member required to sign a statement that he/she has not been convicted of or pleaded guilty to child abuse or other crimes of violence; fingerprinting, criminal records background check, TB skin test or chest X-Ray, measles immunization, and medical examination required.
-Child abuse clearance and HIB immunization not required.
-Conditional hiring in day care allowed with a records check.
-3 written references required from individuals not related to the potential employee.

Staff Training

-Preservice education and experience required for center administrators; high school diploma, GED, or Vo-Tech training course required for all other child care center staff.
-Each child care center staff member must obtain 15 hours of in-service training annually until a total of 45 hours of training have been completed unless the staff member shows evidence of completion of an associates degree or higher in CD or ECE from a college or university, or a CDA Credential.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-First aid training required as a part of the in-service training.

Child Documentation Policy

-Center must have on each enrolled child: emergency medical information, record of immunizations, emergency contact information, record of physical exam, health history, disease history, chronic or special health needs, list of allergies.

Child Immunization Policy

-Children must have up-to-date immunizations or be in process in order to be enrolled; including HIB immunization.

Discipline Policy

-Corporal punishment is allowed if parent gives written permission; no discipline shall be imposed for failure to eat, sleep or toilet accidents; discipline shall not include withholding food, rest, or toilet use; techniques of discipline shall not humiliate, shame, or frighten a child.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Center requires written permission from parent or guardian before child can participate in water activities in water two or more feet in depth; includes child's name, whether child is swimmer or non-swimmer, and if permission is granted to participate.
-Bodies of water two or more feet in depth will be made unaccessible to children if adult supervision unavailable.
-Child/staff ratio must meet the state's regulations; lifeguards at the pool cannot be counted.

-Someone with Red Cross lifesaving training is needed; may be a pool employee instead of center employees.

Transportation Policy

-Regulations regarding the transportation of children exist; a staff person trained in first aid must be present.

Infant Care Programs

-Special regulations regarding kind of facility, daily program, caregivers, hygiene and diapering, feeding and crib arrangement.

-"Infant only" centers provide care to infants ranging in age from birth to 18 months.

-Exact number of "infant only" centers not available.

Overnight Care Programs

-No special regulations for overnight care.

-Some centers do provide overnight care, though the exact number is not available; Few do 2nd shift (3 - 11pm); Much fewer do 3rd shift (11pm - 7am); Families do not seem to use the service even when offered.

School Age Care Programs

-Separate rules of school age programs.

Sick Child Care Programs

-No separate regulations exist.

Subsidized Child Care Programs

-Is available; contact Bureau of Child Care, DHS, 65 E. State St., 5th Floor, Columbus, OH 43215; (614) 466-1043.

Programs for Children with Disabilities

-A center providing care for a child with a disability or who requires treatment for health conditions shall do so in accordance with a written medical/physical care plan for child. This plan must be approved by both the child care staff member with primary responsibility for the child and parent, as well as the center administrator.

National Life Safety Fire Code

-Not adopted for day care; only for long term care facilities which are regulated by the Department of Health.

Child Abuse and Neglect

-Cases of child abuse and neglect are handled by Children Services Boards or County Human Services Departments located in 88 counties around the state; each county has its own agency for handling complaints; a phone call to one of the five district offices will lead to an appropriate referral.

Local Contact

-The state has regional districts around the state (Columbus, Cleveland, Cincinnati, Canton, and Toledo).

Pending Legislation
-None.

** Information not reverified.

OKLAHOMA

Information
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Department of Human Services
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Number and Definition of Regulated Programs

-**1,521** licensed centers.
-Nursery schools and prekindergartens not included in the number of licensed centers; religiously affiliated centers included.
-If program operates less than 15 hrs/week, licensure not required.

Requirements

-License required; minimum of 3 monitoring visits required prior to licensure.
-No license fee and licenses are renewed every 2 years.
-Separate inspections are required annually by Fire and Health (Food Service and Sanitation) Departments; building code inspections required only if city codes require it.
-No general liability or professional liability insurance required; only transportation liability required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; play space only is counted.
-Staff/child ratios: infants (0-9 months) - 1:4; toddlers (10-23 months) - 1:6; 2 year olds - 1:8; 3 year olds - 1:12; 4 - 5 year olds - 1:15; school age - 1:20; mixed age groups - 1:8 with no more than 2 under 2 years of age.
-Director and staff must obtain training within one year of employment in disease and accident prevention measures, first aid techniques, and use of a fire extinguisher.

Unannounced Inspection Policy

-There are a minimum of 3 unannounced monitoring visits each year.

Complaint Procedure

-An emergency order through licensing policies or injunction through the District Attorney may be obtained if children at risk.
-Non-compliance is documented and centers are informed if non-compliance is jeopardizing their license.
-Length of time center has to come into compliance depends on the seriousness of the violation - anywhere from one day to one year.
-Resource and referral agencies are notified of all case closures.
-Complaints registered against a center are responded to; parents who request a follow-up are recontacted after the investigation is completed.

Staff Qualifications

- No state recommended salary schedule for center staff.
- No minimum age requirement for working in a center; is regulated through minimum educational requirements.
- Compliance with ADA in staff hiring is reinforced through contracts for services that prohibit discrimination.

Staff Prescreening

- TB skin test required for center staff before employment; chest x-ray required if positive skin test reaction; criminal records background checks on new staff are required.
- Child abuse clearance is not required, but staff must sign statement regarding convictions or pleading guilty and a release permitting a full background check.
- Fingerprinting, medical examination, AIDS test, HIB and measles immunizations, drug & alcohol tests not required.
- 3 references other than relatives required on the director.
- 4 references must be obtained by the director on all staff, including previous employers; references required within one month of employment.
- Substitute staff must meet all requirements except the annual training requirement.

Staff Training

- All staff must receive orientation; 4 options exist involving education and experience required for center directors; teachers must all be High School graduates or equivalent of education and experience; no preservice educational and/or experience requirements for the dietician and kitchen staff.
- 6 hours annual training required.
- No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

- Required health records and attendance records for all children.

Child Immunization Policy

- Enrolled children are required to be immunized; HIB immunization was just added to the list of required immunizations - Child required to have one to four doses depending on age at first dose.

Discipline Policy

- Corporal punishment is prohibited.

Emergency Medical Consent Policy

- Only permission authorizing center to transport child to emergency medical care is required and does not have to be notarized.

Swimming Pool Policy

- Swimming pools must meet requirements for public bathing places.
- Child/staff ratio affected: under 2 - 1:1; 2 years of age - 1:4; 3 years of age - 1:6; 4-5 years of age - 1:7; six years of age and over - 1:10.
- Staff required to have Red Cross lifesaving training or there must be a certified lifeguard.

Transportation Policy

-Specific regulations for the transportation of children.

Infant Care Programs

-No separate regulations for centers which serve infants, but there is a chapter that addresses infant/toddler care.

-No centers provide care to "infants only."

Overnight Care Programs

-Special regulations include: staff ratio in compliance with child/staff ratio; all staff members must be awake at all times; smoke devices must be installed throughout centers; sleeping accommodations restricted to ground floor areas; breakfast must be available to children who spend the night; drinking water available throughout the night; adult-size cots and necessary bedding provided; parents provide night clothes and toothbrush; provisions made for bathing and brushing of teeth; center must have list of emergency phone numbers; centers will not keep children for more than 24 continuous hours; centers providing overnight care must fit requirements by and submit plans to the State Fire Marshal.

-Approximately 1% of centers provide overnight care.

School Age Care Programs

-No separate regulations for before and after school programs, but they have separate equipment requirements.

Sick Child Care Programs

-Both the law and regulations limit care of sick children.

Subsidized Child Care Programs

-Is available; contact Charlesetta Combs, Family Support, Dept. of Human Services, (405) 521-3431.

Programs for Children with Disabilities

-No separate regulations.

-Compliance with ADA in providing services to children is reinforced through contracts for services that prohibit discrimination.

National Life Safety Fire Code

-Has not been adopted; local building codes enforced; when no local exists, state-adopted code is enforced (BOCA).

Child Abuse and Neglect

-Report to local county offices or to statewide hotline (1-800-522-3511).

Local Contact

-59 field staff located in 37 of the 77 counties in the state.

Pending Legislation

-New requirements are being distributed for public comment. Will become effective in approximately 8 months.

OREGON

Information
Supplied by: Karen Moffat, Licensing Manager
Child Care Division
Employment Department
575 Union Street, NE
Salem, OR 97311
PHONE: (503) 378-3178
FAX: (503) 378-3800

Number and Definition of Regulated Programs

- **810** licensed centers.
- Centers have 13 or more children; preschools (4 hours per day or less) are not licensed; number of licensed centers includes religiously affiliated, not nursery schools & prekindergartens.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; license fee is $25.
- Fire safety and sanitation inspections required annually; building code inspection required initially and if building is remodeled.
- No general liability or professional liability insurance required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft., for at least 1/3 the capacity.
- Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool - 1:10; school age - 1:15; mixed age - ratio of lowest age in group.
- One person required on premises at all times with current first aid certification.

Unannounced Inspection Policy

- An attempt is made to make one unannounced monitoring visit per year, but not all centers are visited by drop in.

Complaint Procedure

- Center can be closed immediately by suspension if children are in danger.
- Operators get a warning of any pending legal action, except suspension; receive a warning unless children are endangered.
- Centers have maximum of 6 months to come into compliance under a temporary certificate.
- Resource and referral's notified by telephone if center is closed.
- Regulatory complaints are handled by the center's certifier.

Staff Qualifications

- No state recommended salary schedule.
- Minimum age requirement for teacher aides is 16; minimum age requirement for remaining staff is 18.
- No information available regarding ADA in staff hiring.

Staff Prescreening

- Center staff required to be prescreened by child abuse clearance and criminal records background check.
- Fingerprinting, TB skin test, chest x-ray, medical exams, AIDS, HIB and measles immunizations, and drug and alcohol tests not required.
- Conditional hiring allowed prior to results of prescreening for 30 days (to do state criminal record checks).
- 3 written references required for center directors.
- Criminal record checks must be done for temporary substitute if he/she works more than 30 days.

Staff Training

- Center directors required to have 1 year experience or training in management or supervision; lead/head teacher required to have 2 years experience or training in ECE or child development; teachers required to have 1 year experience or training; no requirements for teacher aides or other support staff.
- 15 clock hours annual training required.
- No special training for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

- Certain records must be maintained for each enrolled child.

Child Immunization Policy

- Enrolled children are required to be immunized, including HIB immunization.

Discipline Policy

- Corporal punishment prohibited.

Emergency Medical Consent Policy

- Written consent is required, but it does not have to be notarized.

Swimming Pool Policy

- Center operator must make requirements of swimming facility known to all staff working directly with children
- Number of staff with the children shall be determined by the ages of the children, their swimming ability, depth of the water, and type of activity; in addition to center staff, parents, volunteers and, sometimes, pool personnel may be counted in meeting required child/staff ratio; pool personnel counted for instructional swimming, recreational swimming when only day care children in the water, and recreational activities when other children in the water, but pool personnel only watching day care children; all persons counted in child/staff ratio shall be able to swim if water is more than 48 inches deep, and dressed for swimming.
- For group of 1-15 non-swimming children, for group of 1-30 beginning swimmers, and each additional group of non-swimmers and/or beginners participating in water activities, there must be at least one person meeting these qualifications: Holds current American Red Cross Advanced Life Saving or Lifeguard Training

Certificate, YMCA Senior Lifeguard, or equivalent; completed cardio-pulmonary resuscitation training that includes infant and child resuscitation; and is familiar with safety equipment at the swimming facility.

- Swimming pool or wading pool operated by center must comply with Oregon State Health Division's Public Swimming Pool Rules (OAR 333-60-005 through 333-60-225
- Written medical emergency procedure with current emergency numbers posted at swimming area or in possession of staff person; first aid supplies in a designated place available at all times; center must make necessary modifications of requirements based on needs for developmentally disabled child.

Transportation Policy

- Separate regulations for the transportation of children exist.

Infant Care Programs

- Separate regulations for centers which service infants exist.
- There are centers in the state which provide care to "infants only," defined as 0 to 30 months.
- There are about 25 "infant only" centers in the state.

Overnight Care Programs

- During hours of night care, child/staff ratio shall be maintained; there will be at least two staff persons present at all times, at least one awake at all times; no one allowed to enter except authorized persons; center shall provide staff training for evacuating sleeping children in emergencies; emergency lighting in each room used by children.
- Center will provide activities for children according to age and interests; quiet time activities before bed for each child; toys and equipment available for the needs of each child; activity area away from sleeping children for awake children; space must be arranged so children can go to sleep at various times; all sleeping rooms require two usable exits; children spending majority of sleep hours in care shall have crib, cot or mat with bedding complying with rule 412-10-648; children shall not share beds; beds will have linens, cleaned with new occupants or once a week; children will have individual toiletry items; evening meal and breakfast available to those children in care at that time.
- No centers provide overnight care.

School Age Care Programs

- School age children have opportunities to choose from: a) indoor and outdoor group activities; b) individual projects including homework; c) rest or relaxation. The center is required to have activities and equipment appropriate for school age children.

Sick Child Care Programs

- Separate regulations exist.

Subsidized Child Care Programs

- Is available; contact Larry Shadbolt, Adult and Family Services, Human Resources Building, Salem, OR, 97310; (503) 945-6072.

Programs for Children with Disabilities

-No separate regulations for the care of children with disabilities; mainstreaming not required, but discrimination is precluded.

-No information available regarding ADA in providing services to children.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-Contact the local CSD branch offices and any law enforcement agency; for statewide information, call (503) 378-4722.

Local Contact

-Staff assigned by regions.

Pending Legislation

-House Bill 2657 becomes operative July 1, 1994 and includes the following:

-Establishes certificate of registration without inspection program for regulating day care facilities limited to maximum of 10 children younger than 13 years of age; requires all providers to complete training on child abuse and neglect prior to renewal of certificate; requires criminal records check of employees.

-Imposes maximum $100 civil penalty for violation of terms and conditions of certificate of registration without inspection.

-Requires Child Care Division of Employment Department to report to Legislative Assembly regarding provisions of this Act.

-Increases limitation on expenditures by Employment Department to carry out provisions of this Act.

PENNSYLVANIA

Information
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OCYF, Bureau of CDC Services
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Harrisburg, PA 17105
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Number and Definition of Regulated Programs

-**2,947** certified day care centers.

-Nursery schools are licensed by PA Department of Education (PDE), child care provided before and after nursery school hours falls under the jurisdiction of DPW day care services; prekindergarten would come under either the PDE or DPW day care services, depending on the services provided, length of program and the ages of children served.

-Religiously affiliated centers are under the jurisdiction of the day care regulations, many are certified.

Requirements

-Certification required; initial inspection, annual inspection and follow up inspection for areas cited as noncompliant.

-Licenses are renewed annually; no license fee.

-Fire safety and building code inspection required initially and at relocation, construction or modification.

-General liability insurance required; no professional liability insurance required.

Regulations

-Space requirements per child: indoor - 40 sq. ft.; outdoor - 65 sq. ft. with some exceptions.

-Staff/child ratios: infants - 1:4; young toddlers - 1:5; older toddlers - 1:6; preschool - 1:10; young school- age - 1:12; older school age - 1:12; mixed age groups - depends on the age level of the youngest child in the group.

Unannounced Inspection Policy

-Random basis or as an unannounced follow-up visit after a complaint investigation.

Complaint Procedure

-Negative sanctions usually provide the right to operate during appeal; injunctive relief and emergency closure are available in situations where gross violations of the law or regulations have occurred.

-No policies that require only a warning; when noncompliance with regulations is cited, the provider has an opportunity to correct.

-Length of time center has to come into compliance varies, depending on the violation.

-Resource and referral agencies are notified when a subsidized center is closed; if the closed facility provides subsidized care, the local management agency is informed to cease referrals to a facility providing subsidized child day care.

Staff Qualifications

-No state recommended salary schedule for center staff.

-All staff positions require previous education and/or experience.

-Minimum age requirement for staff working in a center is 18, unless extensive high school training in a child care curriculum is completed.

-HIB and measles immunization not required.

-Facilities are required to comply with provisions of ADA in hiring staff.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance, criminal background check, and medical examination including TB skin test or chest x-ray as ordered by the physician.

-Fingerprinting, AIDS test, and drug and alcohol tests not required.

-Two written references required from non-relatives.

-30 day conditional hiring is permitted pending child abuse and criminal abuse clearances, but health information must be present on the first day of work with children.

-A substitute must have a health assessment if in contact with children or working with food, as well as applicable and verified education, experience and references.

Staff Training

-Annual 6 hour in-service training required.

-No special training required for infant care, sick child care, or drop in care; required to have training in the disabilities of children in care for special needs care.

-First aid training is a separate requirement for designated staff.

Child Documentation Policy

-Enrollment forms and immunizations required.

Child Immunization Policy

-Immunizations according to the American Academy of Pediatrics suggested schedule; state law in the case of measles vaccine.

-HIB immunization required.

Discipline Policy

-No physical punishment.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Swimming pool shall conform to PA Code; inground pool shall be fenced with locked gate; aboveground and indoor pool which is not in use shall be made inaccessible to children.

- -Staff child ratios while children are swimming: Infant - 1:1; younger or older toddler - 1:2; preschool - 1:5; young school age - 1:5; and older school age - 1:8.
- -Supervision shall include one person certified in lifeguard training and person may not be included in staff-child ratio.
- -Facility person who is counted in staff-child ratio shall annually complete water safety instruction; staff is not required to have Red Cross lifesaving training.
- -For wading pools a sanitizing solution shall be added to water; an acceptable sanitizing solution is 3/4 tsp of bleach added to 50 gallons of water; wading pool shall be emptied daily.

Transportation Policy

-Regulations concerning the transportation of children exist.

Infant Care Programs

-No separate regulations, but there are some infant-specific regulations.

-No data available on "infant only" centers.

Overnight Care Programs

-Additional special regulations exist.

-No data available on the number providing overnight care.

School Age Care Programs

-Separate regulations exist.

Sick Child Care Programs

-No special regulations.

Subsidized Child Care Programs

-Is available; contact Dept. of Public Welfare, (717) 787-8691.

Programs for Children with Disabilities

-Chapter of regulations on care of children with disabilities applies to children with disabilities in all facilities.

-Facilities are required to comply with provisions of ADA in providing services to children.

National Life Safety Fire Code

-Has been adopted; child day care regulations require PA Dept. of Labor and Industry inspection under fire and panic regulations for a L&I certificate of compliance for centers. L&I standards follow the NFLS code. The cities of Philadelphia, Pittsburgh and Scranton are regulated by the Departments of License and Inspection whose standards are based on BOCA code.

Child Abuse and Neglect

-Call 1-800-923-0313.

Local Contact

-Day care in PA is regionalized. There are 4 regional offices.

Pending Legislation

-None.

PUERTO RICO

Information
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Santurce, Puerto Rico 00910
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FAX: (809) 724-0767

Number and Definition of Regulated Programs

- -**214** licensed centers.
- -Nursery schools, prekindergartens and religiously affiliated centers are included in this number.

Requirements

- -License required; preapproval inspection required.
- -Licenses are renewed every 2 years; no license fee.
- -Fire inspection and Health Department inspections required annually; building code inspection required (number of times determined by the agency).
- -General liability insurance required; no professional liability insurance required.

Regulations

- -Space requirements (determined by the Fire Department) per child: indoor - 35 sq. ft.; outdoor - none, only requirement is to have a play yard.
- -Staff/child ratios: infants - 1:3-4; toddlers - 1:3-4; preschool - 1:12; school age - 1:12.

Unannounced Inspection Policy

- -All inspection visits are unannounced.

Complaint Procedure

- -Policies that require immediate closing of a center exist.
- -Length of time center has to come into compliance depends upon the recommendation of the supervisor.
- -The different regional offices of the island investigate right away any complaint registered against a center.
- -Resource and referral agencies not notified when center is closed.

Staff Qualifications

- -No state recommended salary schedule for center staff - at least minimum federal salary.
- -Child Development Associate or 3 years of experience for the director; one year of experience for lead/head teachers; Senior High School graduate for assistant teachers, teacher aides, and dietician and kitchen staff.
- -No information available about minimum age requirements.
- -Facilities must comply with ADA for hiring practices.

Staff Prescreening

-Staff required to be prescreened by criminal background check every 6 months; chest x-ray and medical examination required annually;

-Fingerprinting, child abuse clearance, TB skin test, AIDS test, and drug and alcohol tests are not required.

-HIB and measles immunization required.

-Conditional hiring prior to results of prescreening not allowed.

-No written references required.

Staff Training

-No annual in-service training required.

-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

-All staff members should have training in CPR or be a graduate nurse.

Child Documentation Policy

-Health certificate, vaccination record, and authorization for medical treatment in case of an accident required for each enrolled child.

Child Immunization Policy

-Immunizations required; HIB not required.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-No specific regulations.

Transportation Policy

-Transportation is under regulation of Public Service Commission.

Infant Care Programs

-Separate regulations for center which service infants exist.

-No "infant only" centers.

Overnight Care Programs

-No special regulations for overnight care.

School Age Care Programs

-No separate regulation.

Sick Child Care Programs

-Centers are not supposed to care for sick children.

Subsidized Child Care Programs

-Is not available.

Programs for Children with Disabilities

-Separate regulations for the care of children with disabilities exist in terms of staff education, number of staff per child, and equipment.

-Facilities must comply with ADA; services cannot be denied to a child with a disability.

National Life Safety Fire Code

-Has been adopted.

Child Abuse and Neglect

-Call (809) 724-1333 or (809) 724-1373.

Local Contact

-There are 10 regional offices around the island and a local office in each one of the 78 towns.

Pending Legislation

-None.

RHODE ISLAND

Information
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Child Development Specialist
Dept. of Children, Youth and Families
610 Mount Pleasant Avenue
Providence, RI 02908
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Number and Definition of Regulated Programs

- -**251** licensed centers.
- -Nursery schools are approved by the Dept. of Education; some of these may also licensed for day care.
- -Religiously affiliated centers are licensed.

Requirements

- -License required; preapproval inspection required.
- -Licenses are renewed annually; no license fee.
- -Fire safety, building code, and health inspections required annually.
- -General liability insurance required; no professional liability insurance required.

Regulations

- -Space requirements per child: indoor - 45 sq. ft. under 3 years; 35 square ft. over 3 years; outdoor - 75 sq. ft.
- -Staff/child ratios: infants - 1:4; toddlers - 1:6; 3 year olds - 1:9; 4 year olds - 1:10; 5 year olds - 1:12; school age - 1:13; mixed age groups - depends on number and age of youngest child in group.
- -Must have person trained in first aid on site at all times.

Unannounced Inspection Policy

- -Two unannounced monitoring visits each year; additional are done if a complaint is received.

Complaint Procedure

- -If health and/or safety of the children is in jeopardy, center required to close immediately.
- -Minor violation of regulations requires warning and plan of correction.
- -Center has up to 30 days to come into compliance depending on nature of violation.
- -Resource and referral agencies notified when a center is closed.
- -Complaints pertaining to violations of regulations registered against a center are investigated by the licensing worker; child abuse complaints investigated by CANTS division of DCYF.

Staff Qualifications

- -No state recommended salary schedule for center staff.
- -Minimum age requirement for working in a center is 18.

Staff Prescreening
-Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, TB skin test, measles immunization, and medical examination once prior to employment.
-Documentation of rubella immunity required for female staff ages 35 and under.
-Chest x-ray, AIDS test, HIB immunization, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening is allowed.
-Centers have to have a list of substitutes who have to comply with staff requirements.
-No information available regarding ADA in staff hiring.

Staff Training
-Preservice education and experience required for lead/head teachers, assistant teachers, nurse, and center directors; no requirements for teacher aides, dietician and kitchen staff.
-Annual in-service training required.
-Nurse required to have special training for infant care; no special training required for care of children with disabilities.

Child Documentation Policy
-Center required to have on record: age of child by program, medical and immunization information, emergency information, identifying information on parents and child.

Child Immunization Policy
-Enrolled children are required to be immunized or in the process of being immunized; including HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Swimming Pool Policy
-Must be approved by the Department of Health.
-Information about Red Cross lifesaving training for staff and child/staff ratios not provided.

Transportation Policy
-Regulations concerning the transportation of children exist under the Dept. of Transportation.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-Sick children have to be excluded from day care center programs.

Subsidized Child Care Programs
-Is available; contact Dept. of Human Services, 600 New London Ave., Cranston, RI, 02920; (401) 464-3415.

Programs for Children with Disabilities
-Mainstreaming of children with disabilities is required.
-Compliance with ADA in providing services to children is addressed in regulations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call 1-800-RICHILD.

Local Contact
-Dept. of Children, Youth and Families is statewide.

Pending Legislation
-None.

SOUTH CAROLINA **

Information
Supplied by: Sherry Driggers, Ed.D., Director.
DSS, Division of Child Day Care
Licensing and Regulatory Services
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Columbia, SC 29202
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Number and Definition of Regulated Programs

- -**1,678** licensed centers; also **277** registered church centers.
- -Number reflects nursery schools and prekindergartens.

Requirements

- -License required; preapproval inspection required.
- -License renewed every 2 years; no license fee.
- -Separate inspections required before opening and at renewal time by the Fire and Sanitation Departments.
- -General liability and/or professional liability insurance not required.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- -Staff/child ratios: infants - 1:7; 1-2 years - 1:7; 2-3 years - 1:11; 3 -4 years - 1:14; 4-5 years - 1:19; 5-6 years - 1:23; 6-12 years - 1:25; mixed age groups - as indicated.
- -A staff person certified in CPR/first aid must be present at all times during hours of center operation.

Unannounced Inspection Policy

- -Regular visits are unannounced unless visit is for renewal of license/approval.

Complaint Procedure

- -No policies that require immediate closing of a day care facility.
- -No policies that only require a warning.
- -Complaints registered against a facility are responded to.
- -Facilities have no longer than a year to come into compliance.
- -Resource and referral agencies not notified if center is closed.

Staff Qualifications

- -No state recommended salary schedule for the various staff levels.
- -Minimum age requirement for working in a facility: director (21 years old); staff (16 years old with constant supervision; 18 years old without supervision).
- -Written references are required for director.
- -CPR/first aid training is a separate preservice and in-service requirement.
- -Compliance with ADA requirements in staff hiring.

Staff Prescreening

-Prescreening required for facility staff: criminal background check and TB skin test; chest x-ray required if indicated to follow-up skin test.
-Fingerprinting, child abuse clearance, medical examination, AIDS, drug and alcohol tests not required.
-Conditional hiring not allowed prior to results of prescreening.
-Substitutes must meet the same requirements as regular staff.

Staff Training

-Preservice education and experience requirements for facility directors: at least 3 years experience in a licensed facility plus a high school diploma. One of the three years must be in supervision of child day care center staff.
-Annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care.

Child Documentation Policy

-Statement of child's health and immunization record, emergency numbers, doctor information, etc. required for child enrollment.

Child Immunization Policy

-Enrolled children must be currently immunized, including HIB.

Discipline Policy

-Written parental permission is required for corporal punishment.

Emergency Medical Consent Policy

-Written consent required; but form does not need to be notarized.

Swimming Pool Policy

-Specific additional regulations exist, including child/staff ratios.
-Staff required to have life saving training.

Transportation Policy

-Specific regulations for transportation of children exist.

Infant Care Programs

-Additional fire regulations for facilities which serve infants: the State Fire Marshal has authority to grant alternate methods of compliance within the intent of the regulations.
-There are "infant only" centers; exact number unknown.
-Infants are defined as "birth to 24 months.

Overnight Care Programs

-Additional regulations exist for centers providing overnight care; must be specially licensed for overnight care.
-Exact number unknown.

School Age Care Programs

-No separate regulations for before and after school programs.

Sick Child Care Programs
-Isolation room must be provided for mildly ill children.

Subsidized Child Care Programs
-Is available; contact South Carolina Department of Health and Human Services Finance Commission, 1801 Main St., P.O. Box 8206, Columbia, SC 29202-8206; (803) 253-6154.

Programs for Children with Disabilities
-No separate regulations; required compliance with ADA.

National Life Safety Fire Code
-DSS regulation states "Private and Public Child Day Care Centers shall comply with the regulations and codes of the state Fire Marshall."

Child Abuse and Neglect
-Cases would be handled by the regional offices of the Department of Social Services.

Local Contact
-6 regional offices; toll free numbers available.

Pending Legislation
-New regulations for group day care homes.

** Information not reverified.

SOUTH DAKOTA

Information
Supplied by: Lisa Jordre, Program Specialist
Department of Social Services
700 Governors Drive
Pierre, SD 57501-2291
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FAX: (605) 773-4855

Name and Definition of Regulated Programs

- **109** licensed centers.
- Voluntary certification for nursery schools by Department of Education.
- Religiously affiliated centers are included in this number; nursery schools and prekindergartens if they are part of a day care program.

Requirements

- License required for 21 or more children; annual inspection required.
- No license fee and licenses are renewed annually.
- Inspections required annually life, safety and environmental health.
- General liability insurance required; professional liability not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
- Staff/child ratios: infants - 1:5; toddlers (up to 3 years) - 1:5; preschool (3-6 years) 1:10; schoolage - 1:15; mixed age groups - according to number in each group.
- Annual courses in first aid, CPR, health and safety required for all staff.

Unannounced Inspection Policy

- May be made if nature of complaint dictates; also are encouraged periodically if worker time is available.

Complaint Procedure

- Immediate closing of the center required if children are in imminent danger.
- Warning given for any other areas of non-compliance; length of time for corrections determined by corrective action plan.
- No process for notifying resource and referral agencies when centers are closed. Will be implemented next year.
- Response process when a complaint is registered against a day care center.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Child care worker must be at least 18 years old; secondary child care workers may be 14 years old under direct and constant supervision of staff.
-Compliance with ADA in staff hiring involves advising licensing workers and day care providers on a case by case basis. Day care regulations will be reviewed to assure they are not in violation of ADA.

Staff Prescreening

-Prescreening tests required at the time of hiring: child abuse clearance required at hiring; TB test and chest x-ray or medical exam required at hiring and annually, if positive and no INH therapy received.
-Fingerprinting and criminal records background check will be required [not yet implemented].
-AIDS, HIB and measles immunizations, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening not allowed.
-Substitutes must meet requirements for child care workers.
-Written references not required: verbal is sufficient but there must be at least three personal and one past employer.

Staff Training

-Preservice education and/or experience only required for: Center directors and lead/head teachers; none required for: Assistant teachers, teacher aides, dietician or kitchen staff.
-Twenty hours of in-service training is required annually.
-No special training required for infant care, care of children with disabilities, sick child care, drop-in care.

Child Documentation Policy

-Immunization records, name of parent(s), address, phone number, doctor, emergency contact person required.

Child Immunization Policy

-Enrolled children must be immunized; does not include HIB.

Discipline Policy

-Corporal punishment prohibited; this includes humiliating and frightening punishment also.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-No guidelines established specifically for pool safety.

Transportation Policy

-Staff/child ratios must be met.
-Children under 5 must be in passenger restraint system.

Infant Care Programs
-No separate regulations.
-No information on "infant only" centers.

Overnight Care Programs
-Special regulations for overnight care include: child/staff ratio is affected when children are sleeping.
-Number of centers providing overnight care not provided.

School Age Care Programs
-Separate regulations are in development.

Sick Child Care Programs
-No separate regulations.
-No licensed facilities providing "sick child care" only.

Subsidized Child Care Programs
-Is available; contact: Department of Social Services, Office of Assistance Payments, (605) 773-4678 or Office of Child Care Services, (605) 773-4766.

Programs for Children with Disabilities
-No separate regulations.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Fire Marshall rules require compliance with Uniform Building Code, 1991 edition.

Child Abuse and Neglect
-Call local Department of Social Service Office or local law enforcement agency.

Local Contact
-Approximately 7 local office contacts.

Pending Legislation
-None.

TENNESSEE

Information
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Day Care Center Licensing
400 Deaderick
Nashville, TN 37248-9800
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Number and Definition of Regulated Programs

- **1,921** licensed centers.
- Number includes nursery/preschools.
- Some religiously-affiliated agencies are regulated by the Department of Education.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; license application fee is $15 to $25, depending on licensed capacity; money goes into General Fund.
- Fire safety and food/sanitation inspections required annually; building code inspection required by some municipalities.
- General liability and professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 30 sq. ft.; outdoor - 50 sq. ft.; defined as "usable play space" (excludes restrooms, halls, kitchen and office space).
- Staff/child ratios: infants - 1:5; toddlers - 1:7; 2 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:15; 5 year olds - 1:20; school age - 1:25; mixed age groups - ranges from 1:6 for infants/toddlers to 1:20 for 4 and 5 year olds.
- At least one staff member with training in CPR/first aid required to be on premises at all times.

Unannounced Inspection Policy

- Once a year and as situation requires to monitor or investigate complaints.

Complaint Procedure

- If children are in immediate danger, DHS can get a temporary restraining order and simultaneously suspend license; all other violations receive notice and request for corrective action.
- Length of time center has to come into compliance varies with degree of danger or threat of harm.
- Resource and referral agencies notified when a center is closed.
- Response to complaints registered against centers is immediate if harm is implied; if relating to lesser violations, we delay investigation until next site visit; report back to complainant if requested.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-TN has a "compliance packet" for centers which includes educational materials on ADA, Section 504 and Title VI of the Civil Rights Act.

Staff Prescreening

-Center staff required to have TB skin test; medical examination required initially and every 3 years thereafter; child abuse clearance and criminal background check not required unless reason to suspect; chest x-ray not required unless need is indicated by other tests; AIDS test, measles and HIB not required; drug and alcohol tests not required until new rules take effect.
-3 written references required in addition to information about last employment.
-Temporary substitutes must meet most requirements of other caregivers but not required to have physical exam.

Staff Training

-Directors required to have high school diploma, 2 years experience, and orientation to job; lead/head teachers: high school education and orientation; assistant teachers and teacher aides: literate and have an orientation; dietician kitchen staff required to have an orientation.
-12 hours annual in-service training required for directors; 6 hours required for caregivers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-Information ("application") form, child health record (immunizations and additional exam for infants and toddlers), and health history required for child enrollment.

Child Immunization Policy

-Enrolled children must be immunized, including HIB.

Discipline Policy

-No physical punishment in centers allowed.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Special regulation exist.
-Child/staff ratio must be double the normal ratio.

Transportation Policy

-Compliance with state law regarding safety restraints, commercial driver's license, and liability insurance required for transporting children.

Infant Care Programs

-Additional exam for infants and toddlers required at enrollment; center must also keep daily "activity record."

-No information available about the number of "infant only" centers.

Overnight Care Programs

-Minimal additional regulations exist.

-12 centers provide overnight care.

School Age Care Programs

-Regulations for before and after school programs are incorporated with other center rules.

Sick Child Care Programs

-No special regulations.

Subsidized Child Care Programs

-Is available; Group contracts (SSBG) - Mary Nelle Mayfield (615) 741-4983; Individual contracts - Ruby Burford (615) 741-3083.

Programs for Children with Disabilities

-Separate regulations exist relating to equalizing environment.

-Training provided for staff who are holding workshops for providers to educate them on ADA.

National Life Safety Fire Code

-Has been adopted through Fire Marshall [educational codes].

Child Abuse and Neglect

-Every county has a number with 24-hour availability.

Local Contact

-Field staff in district offices; 8 supervisors located in urban and rural areas supervise 53 staff.

Pending Legislation

-None.

TEXAS

Information
Supplied by: Stanley Smith, Licensing Consultant
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FAX: (512) 450-3848

Number and Definition of Regulated Programs

- **6,847** licensed centers.
- Nursery schools and kindergartens and schools not included in this number; religiously affiliated centers are included.

Requirements

- License required; preapproval inspection required.
- Licenses and certificates are non-expiring (valid until revoked or surrendered).
- There is an application fee of $35, provisional license fee of $35 and when the non-expiring license is issued there is another fee of $35 plus $1 for each slot in the licensed capacity. The $35 plus $1 is due each year. Fees go into the state's general fund.
- Fire safety, sanitation, and gas pipes inspections required annually; building code inspection required in some localities.
- No general liability or professional liability insurance required.

Regulations

- Space requirements per child: indoor - 30 sq. ft., exclusive of hallways, bathrooms, kitchens and other single use areas; outdoor - 80 sq. ft. for each child in the group using the playground at the time.
- Staff/child ratios: 0 to 11 months - 1:5; 12 to 17 months - 1:6; ratios for toddlers and older children depend on the age of the youngest child in group and number of children of youngest age.
- Texas requires that at all times children are in care, there must be a staff person trained in first aid and CPR. (It does not have to be the same person trained in both).

Unannounced Inspection Policy

- Law requires one unannounced visit per year, but all may be.

Complaint Procedure

- The licensing agency cannot itself close a day care center; however, the licensing statute allows the agency to petition the court for a temporary restraining order or an injunction.
- Due process requirements dictate that any time noncompliance with the child care standards could lead to a revocation, the facility is given notice and an opportunity to correct.
- Length of time center has to come into compliance varies according to the particular noncompliance(s) in the situation. Some are immediately correctable, while others may take longer.

-Resource and referral agencies notified when a center is closed.
-Response process to complaints registered against a center: runs on a system of priorities based on the nature of the allegations.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for remaining center staff is 18; a person 16 or 17 years old may work in a center, but must work under the direct supervision of a qualified staff.
-Compliance with ADA in staff hiring involves sharing information with all facilities on ADA requirements. Currently reviewing minimum standards to ensure that requirements are not in conflict with ADA.

Staff Prescreening

-Staff required to be prescreened by chest x-ray; all staff names are checked with state's department of public safety; criminal records background check required; fingerprinting required if they live outside the state and work in a Texas facility; child abuse clearance required for director only.
-TB skin test, medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening is allowed until results are received.
-Written references not required.
-Substitutes are permitted and generally must meet the same requirements as regular staff.

Staff Training

-Center directors and staff working with children required to have preservice education and experience.
-20 hours annual in-service training required for directors; 15 hours annual in-service training required for remaining staff.
-No special training required for infant care, care of children with disabilities, sick child care, or drop-in care.

Child Documentation Policy

-The center must obtain enrollment information for each child before admission. The center must keep this information as long as the child is in care. The parent must sign a form that contains detailed information on the child.

Child Immunization Policy

-All enrolled children must be immunized, including HIB immunization. Doses for HIB are as follows: 2 to 3 months - 1 dose; 4 to 14 months - 2 doses; 15 months to 4 years - 1 dose.

Discipline Policy

-No child under 5 years old must ever be spanked. If the governing body believes it is necessary to spank children who have passed their fifth birthday, the center must have a statement on file that it is the center's policy to permit physical punishment.

The statement of the rules that the center has adopted concerning the administration of physical punishment must include that spanking be done only with a staff's open hand on a child's buttocks. Each incident must be witnessed by another staff and documented in the center's records. The center must inform parents of the policy in writing and must have the parents' signed approval.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines for swimming pools include: 6' fence with locked gate when not in use; minimum of 2 lifesaving devices; certified lifeguard; see bottom of pool; equipment in good repair.

-Child/staff ratio is affected: 1 staff per: 1 child under 2 years; 6 children - 2 years; 8 children - 3 years; 12 children - 4 years; 15 children - 5 years; 18 children - 6 years and older.

-Source of training not delineated; however, "certified" lifeguard is required. Also, adults included in the child/staff ratio for swimming, must be able to swim.

Transportation Policy

-The state regulations require that for centers providing transportation, each child being transported must ride in an infant carrier, a child seat, or a seat belt, as appropriate to the child's age and size.

Infant Care Programs

-There are standards in the day care standards that are specific to infant care, but not a separate set of standards.

-There are centers providing care to "infants only," defined as 0 to 18 months.

-Data not available on number of "infant only" centers in the state.

Overnight Care Programs

-Special regulations include: applicable fire and safety requirements; staff awake at all times; appropriate sleep equipment.

-Data not available for how many centers provide overnight care.

School Age Programs

-There are individual standards in the day care standards that are specific to school-age care, but not a separate set of standards. The central office has identified those standards and listed them in an official standards clarification memorandum to all staff and providers.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care Programs

-Is available; contact Ms. Charlotte Brantley, Texas Dept. of Human Services E-411, P.O. Box 149030, Austin, TX 78714-9030: (512) 450-4167.

Programs for Children with Disabilities

-No separate regulations exist. Some existing standards may present difficulties in respect to a child with a disability, in which case the child care licensing permits the granting of waivers or variances for compliance.

-There is a standard that states the center must ensure that children needing special care at the center because of disabling or limiting conditions are given the care and activities qualified psychologists, physicians, or other experts recommend.

-For compliance on ADA in providing services to children, see Staff Qualifications.

National Life Fire Safety Code

-Has not been adopted.

Child Abuse and Neglect

-Statewide Child Abuse Hotline: 1-800-252-5400.

-Licensing has its own specialized abuse/neglect investigations.

Local Contact

-Local contact offices throughout the state.

Pending Legislation

-Agency staff who interview or examine a child must make a reasonable effort, within 24 hours after the interview or examination, to notify each parent of the child or legal guardian.

-All child care facilities, [except licensed group day care homes and registered family homes], must have liability insurance coverage to cover injury that occurs while a child is in care of the facility. Liability insurance coverage is not required if the insurance cannot be secured due to financial reasons or if the licensee is unable to locate an underwriter willing to issue a policy. The parents of the children in care must be notified, in writing, that the coverage is not available.

-A person whose license is revoked is prohibited from applying for a new license for two years after the revocation.

-Authorization for the Deputy for Licensing to suspend the license and close a facility when the violation of minimum standards creates an immediate threat to the health and safety of the children in care.

-Amendments to require that appeal hearings of license denials, revocations, and suspensions be heard by an administrative law judge.

UTAH ++

Information
Supplied by: Patricia Kreher, Director
Office of Licensing
Dept. of Human Services
120 North 200 West
Salt Lake City, UT 84106
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FAX: (801) 538-4016

Number and Definition of Regulated Programs

- **309** licensed centers.
- Religiously affiliated programs, as well as those regulated by the Board of Education, are exempt in certain instances.
- Nursery schools and prekindergartens are licensed only if children are in attendance more than 4 hours a day.

Requirements

- License required; centers visited prior to license update.
- Licenses renewed annually; license fee is $1.50 per child plus $25 flat fee; fee goes into the State general fund.
- Inspections required annually: fire safety, health (environment), child care food program, immunizations; building code inspection required at initial opening.
- General liability insurance required if center has state contract; no professional liability insurance required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 40 sq. ft.; in collaboration with State Fire Prevention Board.
- Staff/child ratios: infants - 1:4; toddlers (under 2 years old) - 1:4; 2 year olds - 1:7; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:20.
- One person on duty required to be Certified in First Aid/CPR through Red Cross at all times.

Unannounced Inspection Policy

- Goal is for 3 unannounced monitoring visits per year, as well as for complaint investigations.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- If health, safety, welfare of children is jeopardized but does not pose an immediate threat, can issue a 30 day notice of revocation/suspension.
- Center has 30 days to come into compliance; less if necessary.
- Resource and referral agencies notified when a center is closed.
- Complaints registered against a center are responded to; length of time and action based on verifiable nature of complaint.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available about compliance with ADA.

Staff Prescreening

-Center staff required to be prescreened by criminal background check, and medical examination initially and if leave to work at new center; child abuse clearance required initially and yearly; TB skin test required as specified by Health Dept.; chest x-ray not required unless TB test is positive.
-AIDS, drug and alcohol tests not required; no information available about measles or HIB immunizations for staff.
-Conditional hiring prior to results of prescreening is allowed; length of time not specific in standards, but generally 30 days for full compliance with all requirements.
-For use of temporary substitutes, centers must develop a list, posted at center; minimal on-site information required; must have fingerprint check.
-Written references not required; are accepted and used if provided, particularly for directors.

Staff Training

-Director required to have a CDA or better in a related field plus 1 years experience; lead/head teachers, assistant teachers, aides, and the dietician and kitchen staff must be at least 18 years old and have high school diploma or equivalent; persons under 18 years old are not counted towards staff ratios.
-Center staff required to have annual in-service training: first year - 40 hours (10 health related); each year thereafter - 20 hours (5 health related).
-No special training required for infant care, sick child care, or drop in care; standards being developed for care of children with disabilities.
-Center staff required to be trained in general first aid/CPR;

Child Documentation Policy

-Information form, immunization, health, evaluations, proper age group with proper ratios, emergency contacts, parent information on center policy/procedures, other pertinencies such as restraining orders, etc. required.

Child Immunization Policy

-Enrolled children are required to be immunized.
-No information about HIB.

Discipline Policy

-Corporal punishment prohibited; no punishment with food, toileting, rest or humiliation allowed.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-No information available.

Transportation Policy
-Have enhanced existing Department of Public Safety standards to specifically address child care.

Infant Care Programs
-Separate regulations exist.
-No information available on "infant only" centers.

Overnight Care Programs
-No information available.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-Regulations for caring for sick children incorporated into core standards, specify which children must be excluded and those that may stay - in consultations with parents.

Subsidized Child Care Programs
-Is available; contact Office of Family Support, 120 N. 200 West, SLC, Utah, 84103: (801) 538-3970.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities currently being finalized.
-No information about compliance with ADA.

National Life Safety Fire Code
-Code has been adopted; exception is 1:4 ratio for infant care where immediate outside exit is available.

Child Abuse and Neglect
-Call 1-800-678-9399, all law enforcement agencies, any number with the Division of Family Services.

Local Contact
-Regional system, offices located throughout the state.

Pending Legislation
-None.

** Information from 1993 Study; no updated information was provided by press date.

VERMONT

Information Supplied by:
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Children's Day Care Unit
Division of Licensing and Regulation
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Number and Definition of Regulated Programs

- 435 licensed centers (includes 80 licensed preschools).
- Day care center and preschool category has been discontinued; all are known as Early Childhood Programs with same regulations.
- Number includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements

- License required; preapproval inspection required.
- Licenses must be renewed every 1 to 3 years; no license fee.
- Separate inspections required every 1-3 years for fire safety and building code.
- General liability insurance required; professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school age - 1:13; mixed age groups - ratio for the lowest age child.
- Must have one person on duty at all times with CPR training.

Unannounced Inspection Policy

- One unannounced monitoring visit each year, unless warranted more often.

Complaint Procedure

- Immediate closing of a center (suspension) required if children are in imminent peril.
- Infraction determines how long center has to come into compliance: 5 - 90 days.
- Resource and referral agencies notified when a center is closed or if revocation intention is sent.
- All complaints against a center (anonymous or otherwise) are investigated.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18; minimum is 16 in school age programs when within sight or earshot of adult, 17 for voc-tech child care students/graduates.

-First aid is not a separate preservice and/or in-service training requirement.
-Compliance with ADA in staff hiring involves bringing information to administrators.

Staff Prescreening
-All staff are required to be prescreened by child abuse clearance and criminal records background check.
-Fingerprinting, TB skin test, chest x-ray, medical exam, AIDS test, HIB and measles immunizations, and drug/alcohol tests are not required.
-Three written references or notes taken in telephone interviews required from non-related persons.
-Temporary substitutes must have 3 references prior to their fourth day of assignment.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, and teachers; no requirements for assistants, the dietician and kitchen staff.
-Six hours in-service training is required annually for staff; nine hours for the director and head teacher.
-Two hours of specialized training required for infant, toddler, preschooler, and school-ager care, care of children with disabilities, or drop in care, depending on the age of the children in the caregiver's group.

Child Documentation Policy
-Written information required for child enrollment.

Child Immunization Policy
-Enrolled children required to be immunized; including the HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-Guidelines include: prior written permission, lower child/staff ratios; pools must be fenced and equipped with special locking devices.
-Child/staff ratio affected as follows: Non-schoolage children are 1:2 if no lifeguard is present or 1:4 if lifeguard is present and dedicated to group; 1:6 for school-agers if no lifeguard dedicated to group; 1:12 if lifeguard is dedicated to school-agers group.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Numbers, seatbelts, car seats required.

Infant Care Programs

-Smaller staff/child ratio and rocking chairs required in infant areas; toileting and highlights of child's day reported to parents each day.

-No centers provide care to "infants only," however, this is not prohibited by state regulation.

Overnight Care Programs

-No special regulations for overnight care.

-No centers provide overnight care.

School Age Care Programs

-Separate regulations for before and after school programs exist.

Sick Child Care Programs

-No care permitted for sick child care.

Subsidized Child Care Programs

-Is available; contact Child Care Services Division, 103 South Main St., Waterbury, VT 05671-2401; (802) 241-3110.

Programs for Children with Disabilities

-Staff must know how to respond to particular child.

-Compliance with ADA in providing services to children involves bringing information to the staff.

National Life Safety Fire Code

-Adopted; if new construction, 1987 BOCA with 1988 Supplement; for existing, NFPA 101 Life Safety Code 1988.

Child Abuse and Neglect

-Call (802) 241-2131.

Local Contact

-Not available.

Pending Legislation

-None.

VIRGIN ISLANDS

Information
Supplied by: Verna C. Garcia, Administrator
Volunteers & Special Programs
Department of Human Services
3011 Golden Rock
Christiansted, St. Croix
U.S. Virgin Islands 00820-4355
PHONE: (809) 773-2323
FAX: (809) 773-6121

Number and Definition of Regulated Programs

-**127** licensed centers, which includes nursery schools, preschools, prekindergartens and religiously affiliated centers; certification required government centers.

Requirements

-License for private centers; preapproval inspection required.
-Licenses renewed annually; certificates renewed biennially; license fee is $50; fees used for training and other activities.

Regulations

-Space requirements per child: indoor - 25 sq. ft.; outdoor - 45 sq. ft.
-Staff/child ratios: 2-3 years - 1:8; 3-4 years - 1:9; 4-5 years - 1:11; school age - 1:12; mixed ages - determined by age of youngest child; children under 2 years not permitted in centers.
-Fire safety and sanitation inspections required annually; building code inspections required initially.
-No general liability or professional liability required.

Unannounced Inspection Policy

-Information unavailable.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on severity of violation.
-No formal resource or referral agencies exist.
-Complaints registered against a center are investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for staff - 18.
-CPR/first aid not a preservice and/or in-service requirement.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance, criminal background check, and TB skin test; chest x-ray required if indicated; medical examination required if staff member is over

age of 60; fingerprinting, AIDS test, and drug and alcohol tests are not required.
-3 written references from unrelated persons required for center staff.
-Conditional hiring is not allowed.
-No policy regarding use of temporary substitutes.

Staff Training
-Preservice education and/or experience required for center director, lead/head teacher, assistant teacher, and teacher aides; no requirements for the dietician and kitchen staff.
-In-service training required twice a year for center staff.
-Special training required for care of children with disabilities; no special training for infant, sick child, or drop in care.

Child Documentation Policy
-The center must maintain a record on each enrolled child.

Child Immunization Policy
-Enrolled children required to be immunized.
-Immunizations required as part of annual health examination, including HIB.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Swimming Pool Policy
-At least one adult holds current life-saving certificate, other staff members who can swim.
-Children must be supervised while in the water.
-Child-staff ratio not affected.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-No infants in centers.
-Infants [1 month- 2years] can be served only in family or group day care homes, of which there are approximately 40.

Overnight Care Programs
-No special regulations; 2 centers provide overnight care.

School Age Care Programs
-No information.

Sick Child Care Programs
-No information.

Subsidized Child Care Programs
-No information.

Programs for Children with Disabilities
-No information.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call (809) 773-9272, (809) 776-3966 or (809) 774-4393.

Local Contact
-Information unavailable.

Pending Legislation
-None.

VIRGINIA

Information
Supplied by: Arlene Kasper
Program Development Supervisor
DSS - Div. of Licensing Programs
730 East Broad Street
Richmond, VA 23219-1849
PHONE: (804) 692-1791
FAX: (804) 692-2370

Definition and Number of Regulated Programs

-**1,388** licensed day care centers (with a capacity of 115,144).
-This includes day care centers, nursery/preschools, and hospital operated centers, governmental agencies offering child care and certain camps.

Requirements

-License required; preapproval inspection required.
-Licenses renewed up to three years; fees based on capacity and range from $14 - $200; fees used for provider training.
-Fire safety and sanitation inspections required annually; building code inspections required initially; asbestos inspection required one time.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 25; outdoor - 75 sq. ft.
-Staff/child ratios: infants -1:4; young toddlers - 1:5; two and three year olds - 1:10; four year olds - 1:12; schoolage - 1:20; mixed age groups - ratio for youngest child applies. Exception: Montessori preschools may meet the alternative requirements for the Montessori Module added to licensing standards.
-Centers must have at least one staff person on the premises during all hours of operation and at least one person on field trips who is trained in first aid; certificate to be current; first aid course approved by Red Cross or National Safety Council
-CPR not required.

Unannounced Inspection Policy

-At least one announced visit per year, plus one unannounced visit per year.

Complaint Procedure

-No policies require immediate closing of day care centers; any noncompliance that is cited constitutes a warning.
-Length of time center has to come into compliance depends on circumstances. Sanctions may be imposed. They include:
[1] Reduced capacity; restricted new admissions [2] required training, [3] placed on probation [4] placed on provisional license [5] require passing of status announcements, provisional

licenses and denial or revocation notices [6] deny renewal of license and [7] revoke current license.
-Complaints, either written or oral, registered against a center are responded to.
-Hotline established: 1-800-KIDS-LIL (1-800-543-7545). Is a complaint and information line. Includes: parenting tips; provider training information; and during business hours - complaint reception.
-No process for notifying resource and referral agencies when a center is closed, but they may contact state agency for directory of currently licensed centers.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center program directors is 21; minimum age for child care supervisors is 18; minimum age for aides is 16.
-Compliance with ADA in staff hiring; regulation requires the licensee to ensure that the center's activities, services and facilities are maintained in compliance with relevant federal, state and local laws and regulations, including the Americans with Disabilities Act and state law regarding disabilities.

Staff Prescreening
-Staff required to be prescreened with criminal records background check; need to provide documentation for TB.
-Child abuse clearance, fingerprinting, chest X-Ray, medical examination, AIDS test, HIB and measles immunizations and drug and alcohol test are not required.
-Conditional hiring is allowed: 5 work days for TB test, 21 days for criminal background check.
-Require two references from previous employers or other knowledgeable and objective sources - need not be in writing.
-A center shall maintain the ratio by temporary or substitutes; but anyone coming in contact with children must have TB test and criminal record check, and orientation training.

Staff Training
-Directors for programs serving children of preschool age or younger: 21 years of age plus: graduate degree in child related field and 6 months programmatic experience; or B.A. and 1 yr. programmatic experience; or 48 semester hours relating to group care of children and 1 yr. appropriate programmatic experience; or 2 yrs. appropriate programmatic experience with 1 yr. staff supervisory experiences plus one of the following: 48 semester hours; 1 yr. (30 credit) Early Childhood Certificate; or C.D.A. [Experience must be age appropriate. Qualifications vary for program directors serving school age children.]
-Child care supervisors working with children preschool or younger must be at least 18 years of age plus hold a B.A. in child related field; or 48 semester hours and 6 months programmatic experience; or Early Childhood Certificate (1 yr., 30 hrs.); or 1 yr. of programmatic experience, plus 10 hours minimum of developmentally

appropriate training. [Experience must be age appropriate. The qualifications vary for child care supervisor working with school age children.]

-For aides, dietician or kitchen staff, general qualifications for health and orientation.

-8 hours annual in-service training required for center staff working with children.

-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-Center must have on each enrolled child: name, sex, birthdate, address, home phone numbers, phone number of child's physician, names, addresses and phone numbers of two designated emergency people, parents work phone numbers, allergies, intolerances of substances and action to take in an emergency; also child's grade level in school and name of school program, if applicable, daily attendance, immunization record, general health information, various agreements/authorizations.

Child Immunization Record

-Immunization required, including HIB as long as child is under 30 months of age at time of enrollment. Required by VA Health Code.

Discipline Policy

-There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizonal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as punishment.

-Children shall not be shaken at any time.

-The center shall neither force, withhold, nor substitute food; neither force nor withhold naps, not punish toileting accidents in disciplining.

-Staff shall not be verbally abusive.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines include: pools built, renovated or remodeled after 4/1/86 must be inspected and approved by local building official, and must be enclosed; specific safety and signal devices must be on hand; if portable wading pool, it must be emptied each day.

-Must follow manufacturer's specifications for operating the pool and any local ordinances or Department of Health requirements.

-Child/staff ratio not affected, but 2 staff must be on duty. Required senior lifesaver/instructor not counted in ratio.

-Requires provision for using swimming pool (develop safety rules).

-Staff not required to have Red Cross lifesaving training if swim area depth is more than 2 feet, instructor **must** hold a current certificate issued by either Red Cross, YMCA, Boy Scouts, etc. in water safety. (Not limited to Red Cross Certificate).

Transportation Policy

-Centers must provide parents with transportation safety policies when transportation is provided.

-Specific regulations exist for the vehicle and the children during the transportation of children by the center.

-Parental permission shall be secured at least 24 hours prior.

-Before leaving the center, a schedule of the trip's events and locations shall be posted and visible at the center site.

Infant Care Programs

-No separate regulations, but within the child day center regulations special requirements for centers serving infants.

-No centers provide care to "infants only," defined as birth through 16 months [298 centers include infant care].

Overnight Care Programs

-There are no separate regulations for overnight care, but within child day center regulations there are special requirements for overnight care.

-Number of centers providing overnight care not available, but 30 centers offer evening care, which can include the centers offering overnight care.

School Age Programs

-Separate regulations exist.

Sick Child Care Programs

-No separate regulations, but have licensed several of these programs through an allowable variance or waiver process.

Subsidized Child Care Programs

-Is available; contact Division of Services Programs, DSS, 730 East Broad Street, Richmond, VA 23219-1849 - Ben Greenberg 804-692-1210.

Programs for Children with Disabilities

-Separate regulations are in the planning stages; regulations for "Therapeutic Recreational Programs" expected by June 1995.

-American Disabilities Act now requires mainstreaming.

-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-Call 1-800-552-7096.

Local Contact

-Four regional offices exist, plus 3 service points.

Pending Legislation

-None.

WASHINGTON

Information
Supplied by: Barry Fibel, Program Manager
Office of Child Care Policy
P.O. Box 45710
Olympia, WA 98504-5710
PHONE: (206) 753-0204
FAX: (206) 586-1040

Number and Definition of Regulated Programs

-**1,555** licensed centers.
-Nursery schools and kindergartens are specifically exempted by statute; a separate or free standing preschool is exempt.
-Religiously affiliated day care centers are included.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 3 years; license fee is $4 per child per year; fee goes into the state's general funds.
-Fire safety and health inspections required every 3 years.
-No general liability or professional liability insurance required.

Regulations

-Space requirements per child: indoor - 50 sq. ft.; outdoor - 75 sq. ft.; outdoor space may be less if children rotate play (use of area).
-Staff/child ratios: infants - 1:4; toddlers - 1:7; preschoolers 1:10; school age - 1:15; mixed age groups - ratio designated for youngest child.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Unannounced Inspection Policy

-Occur occasionally, usually in response to complaints.

Complaint Procedure

-A summary suspension is used for serious health and safety violations.
-Length of time center has to come into compliance depends on the deficiency.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for all other staff is 18.
-Compliance with ADA in staff hiring involves: training; a review form; a self-evaluation form for providers & posters.

Staff Prescreening

- Center staff required to be prescreened by child abuse clearance, criminal records background check, TB skin test; chest x-ray is required if TB test is positive.
- Fingerprinting, medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
- Conditional hiring is allowed; must submit request for background check within 7 working days of hiring.
- 3 written references required.
- No policies regarding the use of temporary substitutes.

Staff Training

- Preservice education and/or experience required for center directors or program supervisors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
- Annual in-service training required for center staff.
- No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

- No information provided.

Child Immunization Policy

- Enrolled children must be immunized; administrative code requires a certificate of immunization status be on file for each child in care, including HIB.

Discipline Policy

- Corporal punishment is prohibited.

Emergency Medical Consent Policy

- Written consent required, but form does not have to be notarized.

Swimming Pool Policy

- Requirements for swimming pools include a certified lifeguard must be present.
- Child/staff ratio not affected.
- No staff requirement for Red Cross lifesaving training.

Transportation Policy

- Regulations concerning the transportation of children exist.

Infant Care Programs

- Specific sections within requirements exist for centers which service infants.
- No centers provide care to "infants only."

Overnight Care Programs

- For the center offering child care during the evening and nighttime hours, the licensee shall adapt the program, equipment, and staffing pattern to meet the physical and emotional needs of the child away from home at night.

-The licensee shall maintain the same staff-to-child ratio in effect during daytime care. At all times, including sleeping hours, staff shall keep the child within continuous visual or auditory range.
-The licensee shall arrange child grouping so the sleeping child remains asleep during the arrival or departure of another child.
-Number of centers providing overnight care unknown.

School Age Care Programs
-Special school age child care requirements exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Monika Ellis, Office of Child Care Policy, P.O. Box 45710, Olympia, WA 98504-5710; (206) 586-5198.

Programs for Children with Disabilities
-A non-discrimination policy is required.
-Compliance with ADA in providing services to children is the responsibility of the dept.'s office at Equal Opportunity.

National Life Safety Fire Code
-Has not been adopted; the state uses the Uniform Fire Code.

Child Abuse and Neglect
-An abuse hotline exists.

Local Contact
-Local contact offices within the state exist.

Pending Legislation
-Legislation to permit mandatory penalties for non-compliance with licensing standards.

WEST VIRGINIA **

Information
Supplied by: Kay Tilton, Director
Department of Health & Human Resources
Capitol Complex, Bldg. 6, Room 850-B
Charleston, WV 25305
PHONE: 304-558-7980
FAX: 304-558-8800

Number and Definition of Regulated Programs

-**300** licensed centers.

-Nursery, preschools and prekindergartens not included, unless operated more than 4 hours a day; religiously affiliated centers are included.

Requirements

-License is required; preapproval inspection is required.

-License is renewed every two years; no fee required.

-Building code inspection required with initial license; fire safety and health inspections required initially and annually.

-Professional liability insurance not required; no information provided in general liability insurance.

Regulations

-Space requirements per child: indoor - 35 sq. ft. (25 sq. ft. for crawling infants); outdoor - 75 sq. ft.

-Staff/child ratios are: 0-2 years - 1:4; 2-3 years - 1:8; 3-4 years - 1:10; 4-5 years - 1:12; 5-6 years - 1:15; school age - 1:16.

Unannounced Inspection Policy

-Statute allows for anytime; generally only upon complaint.

-Planning to implement at least annually.

Complaint Procedure

-Statute provides for immediate closure of a day care center.

-Warning required on any violation which does not endanger the health, safety or well-being of the children.

-A license may be revoked or modified to provisional status until determination of compliance.

-Complaint process does not require notification to director of center before complaint is investigated. A written report of the results is given to the director.

-No information provided about notification of resource and referral agencies regarding center closings.

Staff Qualifications

-No state recommended salary schedule for staff.

-Minimum age for staff as follows: director - 21 years; teacher and full time teacher aide - 18 years; part time teacher aides - 16 years.

-Information regarding compliance with ADA unavailable.

Staff Prescreening

- Criminal background check of staff is required, TB skin test or chest X-ray, and medical examination required prior to employment and every two years; child abuse clearance and testing for AIDS, drug, or alcohol not required.
- Conditional hiring not allowed prior to prescreening.
- Two written references required; personal and employment.

Staff Training

- Preservice education and/or experience is required for staff as follows: center directors - high school diploma or GED, 9 college credits in early childhood education field or CDA, and one year work experience with young children; teachers - high school diploma or GED; teacher aides - full time, no requirements; (part time) can only work under the supervision of a full time teacher and with work permit.
- In-service training required annually; kind and amount not specified.
- Special training required for infant care; no special training required for the care of children with disabilities, sick child or drop-in care.
- CPR not required; 8 hours of first aid training required for all adult staff.

Child Documentation Policy

- Child documentation required includes: name, address, birth date, parent(s) or guardian(s) name, address, business address, phone numbers; name, addresses and phone numbers of emergency contact person; name address and phone numbers of authorized "pick up" persons; health and developmental information; name, address, and phone number of child's doctor; signed emergency medical form; attendance and fee charged.

Child Immunization Policy

- All enrolled children required to be immunized.
- No information about HIB immunization requirement.

Discipline Policy

- State requires that punishment cannot be humiliating, shaming, frightening, otherwise physically or emotionally damaging to children.

Emergency Medical Consent Policy

- Form is required; notarization depends upon requirement of the local hospital.

Swimming Pool Policy

- No information provided.

Transportation Policy

- Regulations require driver between 18-65 years; hold valid driver's license to transport children as required by Dept. of Motor Vehicles; vehicle has age appropriate child restraints and seat belts; other specific regulations about safety and first aid.

Infant Care Programs

-Separate regulations which include: written references of staff indicating previous successful experiences with young children; one week of pre-service training prior to center licensing and in-service training 3 times a year; other specific requirements around health, safety, nutrition, and meeting developmental needs.

-No information provided about "infant only" centers.

Overnight Care Programs

-No information provided.

School Age Programs

-No separate regulations; programs servicing school age shall provide a program that is designed to compliment and supplement the child's experiences at home and school.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care

-Is available; contact Dept. of Human Services, Charleston, West Virginia; 503-348-7980.

Programs for Children with Disabilities

-Some separate regulations; guidelines established by state Department of Health for centers servicing mentally retarded children; mainstreaming encouraged.

National Life Safety Fire Code

-Has been adopted.

Child Abuse and Neglect

-Contact local Department of Human Services.

Local Contact

-No information provided.

Pending Legislation

-None.

** Information not reverified.

WISCONSIN

Information
Supplied by: Patty Brill-Hammes, Director
Office of Regulation and Licensing
Dept. of Health and Social Services
P.O. Box 7851
Madison, WI 53707
PHONE: (608) 266-9314

Number and Definition of Regulated Programs

- **2,071** licensed centers [group day care centers defined as serving 9 or more].
- Nursery schools and religiously affiliated centers are included in this number.
- Day care programs run by schools (public or private) are exempt from licensing; but day care programs run by public schools must meet licensing codes by law.

Requirements

- License required; mandatory licensing for 4 or more children under 7 years old; mandatory certification for less than 4 with public funding; preapproval inspection required.
- Licensed is renewed every 2 years; license fee is $25 plus $5 per child in licensed capacity.
- Initial fire safety and building code inspection required.
- General liability insurance and vehicle insurance required; professional liability insurance not required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:4; 2 to 2 1/2 year olds - 1:6; 2 1/2 to 3 year olds - 1:8; 3 to 4 year olds - 1:10; 4 to 5 year olds - 1:13; 5 to 6 year olds - 1:17; 6 years and over - 1:18.

Unannounced Inspection Policy

- One annual unannounced monitoring visit; more often if a history of violations exists.

Complaint Procedure

- When there is imminent danger, immediate center closing required.
- Center has 30 days to come into compliance.
- No formal process to notify resource and referral agencies when a center is closed.
- Complaints registered against a center are responded to; complaint is investigated; findings are issued.
- Dept. can issue orders and assess fiscal penalties if orders are not followed.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for administrator and program director is 21; minimum age for other staff is 18.

-Temporary substitutes must be similarly qualified after five days.

-ADA will be enforced in the Spring of 1994 by the Department of Industry, Labor and Human Relations. In the interim, Wisconsin's current building code has accessibility requirements.

Staff Prescreening

-TB skin test and medical examination required.

-Criminal records background check is not required, but staff must fill out a notarized statement on criminal convictions and pending changes.

-Child abuse clearance through county of residence only.

-Fingerprinting, chest x-ray, AIDS test, HIB and measles immunizations, and drug and alcohol tests not required.

-Conditional hiring prior to results of prescreening is allowed; 30 days for physical exam and negative TB skin test.

-No written references required for group day care centers.

-Temporary substitutes must be similarly qualified after.

Staff Training

-Preservice education, orientation and experience required for center directors, lead/head teachers; preservice education and orientation required for assistant teachers.

-Orientation and in-service training required for food service personnel.

-CPR/first aid not preservice and/or in-service requirement.

-15 hours in continuing education required annually for directors, child care teachers, and teacher aides.

-Special training required for infant care; no special training required for care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

-The licensee must maintain an up-to-date written record on each child enrolled and make it available to the licensing staff.

Child Immunization Policy

-Enrolled children are required to be immunized, not including HIB immunization.

Discipline Policy

-Punishment which is humiliating or frightening to a child is prohibited; includes corporal punishment and verbal abuse.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Swimming Pool Policy

-Guidelines include water quality, construction, equipment, and maintenance of pools; fence required; designated ability areas for non-swimmers, intermediates, etc.

- Child/staff ratio is 1:25 Red Cross qualified in addition to the normal staff/child ratios of staff who can swim.
- Waterfront director needs Red Cross WSI; lifeguards need Red Cross lifesaving certificate.

Transportation Policy

- Separate regulations concerning the transportation of children.

Infant Care Programs

- Additional regulations for centers which serve infants exist.
- There are centers which provide care to "infants only," defined as under 2 years of age.
- There are 20 "infant only" centers in the state.

Overnight Care Programs

- Special regulations for overnight care exist.
- 68 centers provide overnight care.

School Age Care Programs

- Additional regulations for before and after school programs exist.

Sick Child Care Programs

- Sick child care regulations concerning isolation of children and parental consent exist.

Subsidized Child Care Programs

- Available through county departments of social services or human services; or State DHHS, Kay Hendon: (608) 266-8200 or Marlene Showers: (608) 266-9192.

Programs for Children with Disabilities

- No separate regulations, but discrimination is prohibited.
- For compliance with ADA, please see Staff Qualifications.

National Life Safety Fire Code

- Has adopted this code; the Dept. of Industry, Labor and Human Relations uses it as a guideline for developing day care building codes.

Child Abuse and Neglect

- Contact one of county Depts. of Social or Human Services.

Local Contact

- The Dept. of Health and Human Services licenses centers through five Division of Community Services Regional Offices.

Pending Legislation

- None

WYOMING

Information
Supplied by: Glenda Lacey
Social Services Consultant
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-7747

Number and Definition of Regulated Programs

- **200** licensed centers.
- Number includes nursery schools, prekindergartens, and religiously affiliated centers.

Requirements

- License required; preapproval inspection required.
- No license fee and licenses are renewed annually.
- Separate inspections required annually by Fire and Health Departments; building code inspection requirement depends on local authority.
- General liability and professional liability insurance not required.

Regulations

- Space requirements: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: 0 to 2 years old - 1:5; 2 to 3 years old - 1:8; 3 to 4 years old - 1:10; 4 to 5 years old - 1:15; 5 to 6 years old - 1:20; over 6 years old - 1:25. When age groups are combined, the staff requirements for the youngest age group present shall apply.
- Within 6 months of employment in day care any person having direct contact with children shall complete first aid and CPR course for infants/children; first aid training must be retaken every 3 years and CPR training for infants/children must be renewed every year.

Unannounced Inspection Policy

- Annual renewal visits are unannounced.

Complaint Procedure

- Policies exist that require immediate closing of a center.
- Length of time center has to come into compliance varies.
- Resource and referral agencies notified when a center is closed.
- A detailed process exists for investigation of complaints registered against centers.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for director and staff is 18; minimum age requirement for aides is 16.
- Compliance with ADA in staff hiring involves training made available to provider organizations.

Staff Prescreening

- Staff required to be prescreened by medical examination, and either TB skin test or a chest x-ray.
- Fingerprinting, child abuse clearance, criminal records background check, AIDS test, HIB and measles immunizations, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening not allowed.
- 3 written references required from non-relatives.
- Substitutes who fill in for day care center staff more than 3 times per month shall meet the same requirements as the staff member in respect to references, medical statement, TB test, all training and other staff requirements.

Staff Training

- Preservice education and/or experience requirements for day care center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, dietician and kitchen staff.
- 8 hours of annual in-service training required for center staff.
- Special training required for infant care; special training not required for care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy

- Center must maintain a record on each child.

Child Immunization Policy

- All enrolled children over 19 months of age are required to be immunized; minimum of one dose of HIB immunization required by 19 months of age.

Discipline Policy

- Discipline procedures can not include any discipline that is in violation of the child abuse and neglect statute. This includes all physical discipline. The commission or allowing the commission of a sexual offense against a child as defined by law is also prohibited.

Emergency Medical Consent Policy

- Written consent required, but form does not have to be notarized.

Swimming Pool Policy

- Swimming pools should not be accessible, preferably fenced; parental written permission; no children under 2 years; instruction on safe use of pool; adult supervision at all times.
- Child/staff ratio unaffected.
- Staff not required to have Red Cross lifesaving training.

Transportation Policy

- Regulations concerning the transportation of children exist.

Infant Care Programs

- Separate regulations for centers which service infants exist.
- There are centers which provide care to "infants only," defined as newborn to two years of age.
- There is one "infant only" center in the state.

Overnight Care Programs

-The following rules apply: Children must have full meal by 8 pm, and must receive breakfast in the morning; children sleeping at facility must have separate cots or beds; bedding must be sanitized and sleep area arranged in accordance with health and sanitation rules; children over 6 years and opposite sex shall have separate sleeping areas; awake adult member on duty at all times; staff ratio must be maintained and monitoring of rooms should be every hour; children not allowed to sleep in basement unless there are two exits directly to outside; additional fire and health regulations must be in compliance.

-Number of centers providing overnight care unknown.

School Age Care Programs

-No separate regulations.

Sick Child Care Programs

-No separate regulations.

Subsidized Child Care Programs

-Is available; contact Ellen Sevall, Department of Family Services, Hathaway Building, Cheyenne, WY 82002: (307) 777-6848.

Program for Children with Disabilities

-Compliance with ADA in providing services to children involves training made available to provider organizations.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-Contact any of the 23 local offices or any law enforcement agency.

Local Contact

-There are 8 regional offices.

Pending Legislation

-Child abuse clearance and background checks.

REGULATORY OFFICES

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